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|                       | 18-Remarks.          |  | · · · · · · · · · · · · · · · · · · ·     |                                | explain under Item    |
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ROUTING— The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specthed in HB 20-800-t, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

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SECRET REQUEST FOR PERSONNEL ACTION 15.Arri 1 1906 NAME (Bad-First - Middle) Willett , James B ,025793 S CATEGORY OF EMPLOYMENT EXCEPTED APPOINTED AT - RAJUCEL ? COST CENTER NO CHARCE 8. LEGAL AUTHORITY (Campleted by Office of v to d X 0 10 0 CF TO V 5135-1164 P. ORGANISATIONAL DESIGNATIONS IO LOCATION OF OFFICIAL STATION EP/Special Affairs Staff Field Fernard Operations Station - JUMAVE Teruty for Support Finance Branch J. MAYE 12 POSITION NUMBER 13 CAREER SERVICE DESIGNATION 1030 FISCAL ACCT. ACCT. 14 CLASSIFICATION SCHEDULE (GT. 1 B. m.) A GRADE AND STEP 0501.03 07 (4) **s** 6650 ng to Mondayarters latter part of May 1965 Subject replacing What C. OVERLA Recc W 1 cy Favroll DATE SIGNED IBB SIGNATURE CATABLES SERVICE APPROVING 15/M61 SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 24. HDGTRS 25 DATE OF BIRTH 27 STATION 23 millete CODE 99999 10 SAS 31 SEPARATION DATA CODE 33 SECURITY REQ RO WIE ENPIRES RETIREMENT DATA EOD DATA 00000 35 VII PREHIEFE 37 LONG COMP DATE 38 (AREER CATEGORY FFCAL PREALEN INSURANCE O SOCIAL SECURITY M 8- 88: 1-- FES PREVIOUS GOVERNMENT SERVICE DATA 47 LEAVE CAT STATE FAE DATA FEDERAL TAI DATA COOE PORM EXECUTE CODE HO. TAN STATE CLE B-80 PEEVICUS SERVICE 1—100 BESTER IN PERSONS INVEST \$ ALVES? 3—125 No. 1 PERSONS INVEST. S. ALVES? 3—20 BESTER IN PRAINTS 1-155 O O

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DATE APPROVED .

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# APPLICATION FOR MEMBERSHIP in the CAREER STAFF of the CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a caréer with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF THE CENTRAL INTRUIGENCE AGENCY APPROVED, TO TAKE EFFECT. 4 MAR 1960

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EXECUTIVE DIRECTOR

THE CIA SELECTION BOARD

| · · · · · · · · · · · · · · · · · · ·  |                      |                    |  |               | <u> </u>  | -<br>                                 |                       |          |                          |          |
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| T C L    | 6. Dept Field<br>ept - Code<br>ISHd - 2 | 17. Position Title   | 193. SD                                |  | Grade 25. PSI                                    | 18. Post           | tion No.                                     | GS           | 2510.14          |  |
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|          | Reassignm                               | ent  | 15 k                                   | Mo. Da. / Y  | 71   | ılar               |  | 01           |                  |  |
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| 5/2 Requested By Qui   | Acting Chief                        | Pinance<br>• & Telephone                | Division<br>Ent.)          | C. Request                              | Approve  | Home                                   |                 | Corr                |
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|                              | 39. Salary Or Rate                   | 40. SD             | 41. Data Of Gro   | ida 49 PSI Dua                             | 43. Appropriation Nu                      | mber               |
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| 8       | 14. Organizationa   | I Designations                        |   |                   | Code                     | 15. Local  | ion Of O      | fficial Statio                         |                                       |  | Station C                              | ode          |
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| 9       | 16. Depti- Field  | 17. Position Title                    | <u>.</u>                                    | Marking over 1111 | over other production of | Annual Control of the | 18. Pc        | sition No.                             | 19. Sen                               | 20. O  | ccup. Soria                            | 8            |
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|         |   | 22. Salary Or Rate                    | 23. SO                                      | L                 | tate Of Grad             |  |               | 26. Appro                              | priation N                            | nupes  |  |              |
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| •       |   |                                       |   |                   |                          |  |               |  |                                       |  |  |              |
| ľ       | 27. Nature Of Action Code 28. Eff. Date 29. Type Of Employee Code 30. Separation Data |                                       |   |                   |                          |  |               |  |                                       |  |  |              |
| L       | PROMOTIO  |                                       |   | 232               | EP 1957                  | Re   | fular         | <i>.</i>                               |                                       |  |  |              |
|         |   |                                       |   | PRESE             | NT ASSIC                 | SHMENT   |               |  |                                       |  |  |              |
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| 13:     |   | 34. Position Title                    | ,   |                   |                          |  | 35. Pos       | ition No.                              | 36. Serv.                             | 37. Oc                                       | cup. Series                            | -            |
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| Ā       | . Requested By (N   | Chief, Pisc                           | al D4                                       | 40. 0             |                          | Seques: Ap   | proved B      | y (Signature                           | And Title                             | <u>,                                    </u> | •                                      | 1            |
| b.      | . For Additional I  | nformation Call (Na                   | me & Teleph                                 | ene Ext.)         |                          |  |               | 1                                      | o/<br>UNA<br>introl                   | كانتعط                                       | 12/                                    | ت            |
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| Ļ       | Clearance   | Signature                             | ĵ.  | Date              |                          | learance   |               | Signa                                  |                                       | ·  | Date                                   | 4            |
| -       | Career Board Pas. Control   |                                       | <del>- 62 - 1</del>                         | 61                | <del></del>              | locement   |               | n,                                     |                                       | ٦_   | <del> </del> ;                         |              |
| -       | Classification  |                                       |   | 9/19/             |                          | 10   | 13'5          | Van                                    | 1. 1000                               | int  | 4/2.5                                  | ᅱ            |
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|   |                   | 10 April 1956                           | Syracuas.               | New York            |
| 3. PREVIOUS APPLICATION                             | 4. INTERVIENE     | * · · · · · · · · · · · · · · · · · · · | P. BERCHRED DA          | •                   |
|   |                   | . Coherty                               |                         | JEAN JJOOLE         |
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| a. BUSINESS ADDRESS                                 | OTOB STREET.      | Syracuse, New Yer                       | <u> </u>                | TELEPHONE           |
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| 9. TEMPORARY ADDRESS                                | , 100             |   | -                       | TECEPHONE           |
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| II. PLACE OF BIRTH                                  | U.S. CITIZESM     | IP ACQUIRED BY                          | IF NATURALIZED INDICA   | TE DATE .           |
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| 15. FOREIGN RELATIVES, INCLUDING                    | WIFE (Reg. 10-9)  |   | •                       |                     |
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| 17. MAJOR EMPLOYMENT HISTORY (Emp!                  | oyers, positions  | , duties, salaries, rea                 | ions for leaving)       | •                   |
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FORM NO. 107 REPLACES FORM 37-1

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| 9. CHECK (II) TYPE OF APPOINTMENT   | • • • • • • • • • • • • • • • • • • • |
| CAREER RESERVE TEMPORARY INITIAL RESSIONMENT  | IUP BRVISC                            |
| CAREEN-PROVISIONAL (See Instructions - Section C) X ANNUAL REASSIGNMENT   | EMPLOVE                               |
| SPECIAL (Specify): SPECIAL (Specify):   | -1                                    |
| 15. DATE REPORT DUE IN O.P. 18. REPORTING PERIOD (From to)  | :                                     |
| 1 Jul 62 - 30 Jun 63  | <u></u>                               |
| SECTION B PERFORMANCE EVALUATION  |                                       |
| W • <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A reting in this catego positive remedial action. The nature of the action could range from counseling, to further training, to probation, to reassignment or to separation. Describe action taken or proposed in Section C.  A • <u>Adaquate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficit excellence. | placing on                            |
| P - Proficient Performance is more than satisfactory. Desired results are boing produced in a proficient manner.  | Ξ.                                    |
| 5 - Strong Performance is characterized by exceptional proficiency.   |                                       |
| 0 - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the perform  | ance of                               |
| athers doing similar work as to warrant special recognition.  |                                       |
| SPECIFIC DUTIES   |                                       |
| List up to six of the most important specific duties performed during the rating period. Insert rating letter which best de-<br>manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All<br>with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).  |                                       |
| PECIFIC OUTY NO. 1  | LETTER                                |
| As Station Cashier, responsible for the daily receipt and disbursement of cash U. S. dollars, MPC).   | P                                     |
|   | RATING                                |
| PECIFIC DUTY NO. 2  | LETTER                                |
| Consolidates all Station cash transactions to one voucher and verifies balance  | ]                                     |
| daily.  | P                                     |
| PECIFIC DUTY NO. 3  | RATING                                |
|   | LETTER                                |
| Summarizes all Station transactions for off-base housing and vehicle expendi-   | P                                     |
| tures into monthly accountings and maintains appropriate subsidiary records.  | MATING                                |
| PECIFIC DUTY NO. 4  | CETTER                                |
| Polices individual housing and vehicle advance accounts and audits related accountings.   | P                                     |
| PECIFIC DUTY'NO. 9  | BATING                                |
|   | LETTER                                |
| Maintains statistical records on all private rentals by individual house and  | P                                     |
| PECIFIC DUTY NO. 0  | RATING                                |
|   | LETTER                                |
| erforms other related duties as assigned by the Finance Officer.  | P                                     |
| OVERALL PERFORMANCE IN CURRENT POSITION   |                                       |
|   | RATING<br>LETTER                      |
| ake into account everything about the employee which influences his effectiveness in his current position such as per-<br>ormance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and   | 1                                     |
| rricular limitations or talents. Based on your knowledge of employee's averall performance during the rating period,<br>aco the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.  | P                                     |

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|  | . DATE RIVITED   | DA. PROFILE REVIEWS AV   |                                       |
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| FITNESS REPORT  | •   | 025798   |
| SECTION A GE  | NERAL   |  |
| 1. HAME (Leet) (First) (Middle).  | 2. DATE OF BIRTH . 3. SEX   | 4. GRADE   5. 50   |
| Wilcott, James B., Jr.  | 27 Sep 31 M   | GS-07 SF   |
| Fiscal Acct Asst  | DDP/WH/C  | JAWAVE   |
| B. CHECK (X) TYPE OF APPOINTMENT  | 16. CHECK IXI TYPE OF REPOR   |  |
| CAREER RESERVE TEMPORARY  | INITIAL   | REASTICHMENT SUPERVI   |
| CAREER-PROVISIONAL (See instructions - Section C)   | ANNUAL  | READSIGNMENT EMPLOY  |
| SPECIAL (Specify):  |   | signation  |
| THE DATE REPORT DUE IN O.P.   | 26 Apr 65 - 15 A  |  |
| SECTION B PERFORMANCE   | E EVALUATION  |  |
| W - Week Performance ranges from whally inadequate to positive remedial action. The nature of the action to reassignment or to separation. (  A - Adequate Performance meets all requirements. It is entiexcellence.  P - Proficient Performance is more than satisfactory. Desire  S - Strong Performance is characterized by exceptional proformance is a exceptional in relation to re | tion could range from counseling,<br>Describe action taken or proposed<br>rely satisfactory and is characteri<br>d results are being produced in a<br>oficiency.  | to further training, to placing of in Section C. and neither by deficiency nor proficient manner.  |
| others doing similar work as to warrant special   |   | portson to the performance of  |
| SPECIF  | IC DUTIES   | graphing and the second |
| List up to six of the most important specific duties performed dur.<br>manner in which employee performs EACH specific duty. Conside<br>with supervisory responsibilities MUST be rated on their ability to   | r Otil Y effectiveness in performa  | nce of that duty. All amployed   |
| commercial payrolls involving approand verifies all salary checks. An for payrolling payrolling payrolling files, etc. for staff employees, stand agents. Maintains leave records and all staff personnel pecusic out you. Responsible for timely payrolling payrolling.  | ximately person accounting machine mercial and covert aff agents, contract for WAE contract   | s. Prepares is used A pay records, FATING t employees employees W  |
| and preparation of the quarterly Fee<br>Security tax returns of the cover co  | deral Withholding a   | nd Social A  |
| Field Stations on all matters pertained deductions of staff employees, staff  | ining to pay, leave   | and payroll!   |
| and agents  |   | PATING   |
| •   |   |  |
| PECIFIC DUTY NO. 6  |   | RATING   |
| OVERALL PERFORMANC  | E IN CURRENT POSITION   |  |
| oke Into account everything about the employee which influences or mance of specific duties, productivity, conduct on inh, crope articular limitations or talents. Based an your knowledge of empace the letter in the rating box corresponding to the statement wh   | rativeness, pertinunt personal tra<br>playée's averail performance duri   | ng the entiry period (   |
| William .   |   |  |
|   | name and the same of the same | <del></del>  |

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deted the comme

ESTION C

#### HARRATIVE COMMENTS

Indicate significant strengths as meaknesses demonstrated in current position keeping in proper parspective their relationship to overall performance. State suggestions made for improvement of not b performance. Give of AUC (property growing, Comment on foreign language competence, it required for current position. Amplify or explain ratings given in Section 10 Tollande best basis for determining house personnel action. Mannier of performance of managerial or supervisors duties and cost consciousness in the use of personnel, spoce, equipment and funds, must be commented on, it applicable. If given space is needed to complete Section C, arroch a segment sheet of paper.

During the period Subject was in charge of the Payroll Section at JUNAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion thind being in charge of a section relieved him of the oncrows tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

| CERTIFICATION AND COM                      | ENTS   |
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| BY EMPLOYEE                                | ,  |
| CERTIFY THAT I HAVE SEEN SECTIONS A. B. AN | ID C OF THIS REPORT  |
| SIGNATURE OF EMPLOYEE                      |  |
| BY SUPERVISOR                              | and the second s |
| Subject departed the S                     |  |
|  | TYPED OR PRINTED NAME AND SIGNATURE  |
|  | /s/ H. Robert Graham   |
| BY REVIEWING OFFICIAL                      |  |
|  | BY EMPLOYEE CERTIFY THAT I HAVE SEEN SECTIONS A, B, AN SIGNATURE OF EMPLOYEE  BY SUPERVISOR  IF THIS REPORT HAS NOT BEEN SHOWN TO B Subject departed the S this Report.  OFFICIAL TITLE OF SUPERVISOR  Chief, Finance Branch   |

Subject resigned and departed the Station rather suddenly and before there was an opportunity to observe his performance. The supervisor has made a careful evaluation with which I concur.

6 July 1966 Deputy Chief for Support /s/ William A. Jewett

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| <u></u>                                 |  | بالمراجع والمستشارة والمستشارة والمستشارة والمستشارة والمستشارة والمستشارة والمستشارة والمستشارة والمستشارة وا | * ' 6 ' 2 ' 2 ' 2 ' 2 ' 2 ' 2 ' 2 ' 2 ' 2   | riijea   |                             | 1  | ENPLOYER                               | SERIAL NUMBER                         |
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|   |  | FITHE  | SS REPORT   |  |                             |  | 1                                      | 5793                                  |
| SECTION A                               | aliselleppitus tilpiya insups enistennia |  | ĞĒ  | NERA   | L                           |  |  | · · · · · · · · · · · · · · · · · · · |
| I. NAME                                 | (Last)                                   | (First)  | (Middle)  |  | TE OF SIRTH                 | 1  | 4. GRADE                               | 8- 50                                 |
|   | wilconi,                                 | Jenes .  | B, Jr.  |  | Sep 1931                    |  | 02-07                                  | SP                                    |
| 6. OFFICIAL POI                         |  | A m m & m m m  |   | 1  | PIUINIBROP                  | ~  | 4.                                     | TO C                                  |
| 8. CHECK (X) TY                         |  | Assistan   |   |  | /CED/COTA                   |  | <u> </u>                               | ., D. C.                              |
| X CAMERIA                               | PE OF APPOINT                            | <del> </del>   | TEMPORARY   | 1.4.   | IMITIAL                     | OF MEPON   |  | I SHMENT SUPFRISH                     |
|   | ROVISIONAL (Se                           | ili  | <u></u>   | -  | ANNUAL                      | - William to the state of the s |  | GHMENT EMPLOYE                        |
| SHECIAL (S                              |  |  |   | <del>                                     </del>       | SPECIAL (Spe                | city):   |  |                                       |
| II. DATE REPORT                         | T DUE IN 0.P.                            |  |   | 18. R  | PORTING PER                 | 1100 (Frum-  | <del>(0-)</del>                        | <u> </u>                              |
|   |  | ASAP   |   | 1  | 1 Cct. 19                   | 64 - 25.   | April 196                              | 5                                     |
| SECTION B                               |  |  | PERFORMANC  | EEVA   | LUATION:                    |  |  |                                       |
| W - Yeah                                | positive reme                            | sot action. I  | hally inadequate to the nature of the action of the action to separation.   | on cou   | ld range from               | counsaling,  | to herer tro                           | ining, to placing on                  |
| A - Ateuvote                            | excellence.                              |  | irements. It is entir   | • • •  |                             | 1  |  |                                       |
| P · Preficient                          |  |  | atisfactory. Desired  |  | -                           | oduced in a  | preficient ma                          | nnet.                                 |
| S - Strong O - Cutstanding              | ••                                       |  | rd by exceptional pro<br>nal in relation to req   |  | •                           | :<br>Land Inter-   | Is no content                          | n naslasme1                           |
| O. Cristonaing                          |  |  | s to warrant special  |  |                             | . 000 10 600   | sportson rosin                         | a bellotwavce of                      |
|   |  | ·····  | SPECIFI   | C DU   | ries                        |  |  |                                       |
| nonner in which a<br>with supervisory r | mplayee purforn<br>esponsibili.es        | S EACH spo   | ution performed during cific duty. Consider of the control of the | ONLY   | effectiveness               | in performa  | ince of that d                         | uty. All employers                    |
| PECIFIC DUTY NO                         | 0. 1                                     |  | Profes Secureday  |  |                             |  |  | RATINO                                |
| Analy                                   | zing Payro                               | ll Accoun  | ts  |  |                             | . ,  | •                                      | P                                     |
| PECIFIC DUTY NO                         | ), ä                                     |  |   |  |                             |  | <del></del>                            | RATING                                |
| Recon                                   | ciling Tax                               | and Reti   | rement Accoun   | ts   |                             |  |  | P                                     |
| PECIFIC DUTY NO                         | . 3                                      | ,  | re luce a cumum. municus ampressos es come mos  | name and an and an | iPinilliking-T-u-va-ilillik | *********  | - Carding-way-hardge                   | RATING                                |
| Comput                                  | ting Staff                               | and Care   | er Agents' Faj  | and  | Allowane                    | es   | -                                      | P                                     |
| PECIFIC DUTY NO                         | . 4                                      |  |   |  |                             | ,  | n.e. mentledeskingsmane*ap             | RATING<br>LET ER                      |
| Conduc                                  | ting Liais                               | on with  | our Division 1  | regar  | ding Payr                   | oll matte  | ers.                                   | P                                     |
| ECIFIC DUTY NO.                         | . 3                                      | mirgalingalisma americani  |   | -epopera-econoquell-sp-                                |                             |  | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | RATING                                |
| Prepar                                  | ing Corres                               | pondence   |   |  | •                           |  | •                                      | Α .                                   |
| ECIFIC DUTY NO.                         | , 6                                      |  | opografia-mini a minimininimininimi   | ,  | -                           | *  |  | RATING<br>LETTER                      |
| Mainta                                  | ining Leav                               | e records  | and Agents*   | Pay F  | lles                        |  |  | P                                     |
|   |  | OVERALI  | PERFORMANCE   | IN C   | IREENT PO                   | KOITIZ   |  |                                       |
| rmance of specif                        | ic duties, pro1                          | the emplaye  | which influences h  | is elle  | ctiveness in h              | is cuttent p   | sise sa papice                         | tens,                                 |
|   |  |  | knowledge of employed to the statement who  |  |                             |  |  |                                       |

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SECTION D

Indicate significant strengths or meaknesses demonstrated in current position keeping festionare personation their relationship to average for improvement of wink performance. Give eccommend basis or earning. Combent on foreign language societies, it required for improvement position. Any life or explain entires given in Section to recorde be it basis for determining future personnel action. Straight of performance of mining personnel action, straight of performance of mining personnel action and the described of the second personnel action and the described of the second personnel action and the second personnel action actions.

In the six months that Mr. Wilcott was assigned to the Staff Agenta. Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analyzing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very acceptative and depends le.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

| 1.  | BY EUPLOYEE   |
|---|---|
|   | CERTIFY THAT I HAVE SEIN SECTIONS A. II. AND C OF THIS REPORT             |
| DATE  | SIGNATURE OF EMPLOYEE   |
| 30 April 1965                                   |   |
| 2.  | BY SUPERVISOR   |
| MARTE EAR SYCHMA SHENCH<br>MOISIYNSHUS YM RBONU | IF THIS REPORT HAS NOT BLEN SHORN TO EMPLOYEE, GIVE EXPLANATION           |
| 6   | Employee had departed for FCS prior to this date.                         |
| DATE  | OFFICIAL TITLE OF SUPERVISOR TYPEO OR PRINTED NAME AND SIGNATURE          |
| 30 April 1965                                   | Chief, Staff Agents Accts, Seq.   |
| 3.<br>COMMENTS OF REVIEWING OFFICE              | BY REVIEWING OFFICIAL   |
| I co  | ncur.   |
|   |   |
|   |   |
| • • •   |   |
|   |   |
| DATE  | OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PAINLING NAME AND SIGNATURE |
| 30 April 1985                                   | Chief, Commensation and Tun Div.  |

CERTIFICATION AND COMMENTS

|  |   | `. , ,                    |  | Petted                               | 101  |   |                        |                        | · ·               |   |
|--|---|---------------------------|--|--------------------------------------|--|---|------------------------|------------------------|-------------------|---|
| Sie  | ,   | - FITN                    | ESS REPORT   | . ,                                  |  | ,   | •                      | 25793                  |                   | <i>-</i>                                |
| SECTION A  | · · ·   | , ·                       | C  | EHERA                                | L  | ***************************************     | <u></u>                |                        |                   |   |
| 1. MAME  | (Lost)  | (First)                   | (Middle)   | 2.04                                 | TE OF BIRTH.   | 3. 3L K                                     | 4. 0                   | ADE                    | 8. 50             |   |
|  | Wilcott,  | Janes                     | E. Jr  | 27                                   | Scp 31 🕡   | M   | GS                     | -07                    | SF                |   |
| 8. OFFICIAL POS  | ITICH TITLE   |                           | The state of the s | 7. 07                                | PIDIVIOR OF A  | SSIGNMENT                                   | . C Y                  | RRINT                  | STATE             | ON .                                    |
|  | Piscal Ac   | ct Asst                   | •  | חכם                                  | /FEA   | •   | i L                    |                        |                   |   |
| . P. CHECK (A) TY  | PE OF APPOINTME   | ENT                       | , , , , , ,  |                                      | HECH INI TYPE  | OF REPORT                                   | ·                      |                        |                   |   |
| X CAMEEN   | PEBERVE   |                           | TEMPORARY  |                                      | INITIAL  | `   |                        | REASS                  | IGNME             | 47.8UPER#1901                           |
| CAREER-P   | POVISIONAL (See !   | nstruction e              | - Section C)   | X                                    | ANNUAL   |   |                        | REABI                  | IGNME             | TEMPLOVEE                               |
| SPECIAL (S   | pecify):  |                           | *******************  | <del></del>                          | SPECIAL (Spec  | ıtv):                                       | ~                      | <u> </u>               |                   | **************************************  |
| II. DATE REPORT  |   |                           | ······································   | 18. 8                                | PORTING PERI   |   | ~)                     |                        |                   | *************************************** |
|  | 100 61  |                           |  |                                      | July 1963  |   |                        | 964                    |                   |   |
| SECTION B  | 4127 DI   |                           | PERFORMAN  |                                      |  |   |                        |                        |                   |   |
| W - Weak   | positive remedia<br>probation, to rea   | l action.                 | holly inadequite to the nature of the a or to separation, dremonts, it is an   | slightly<br>ction cou<br>Describe    | less than satisfied transperferm control taken a     | ounseling, t<br>r proposed                  | in Sec                 | her tra                | ining, I          | a placing on                            |
| EN MANY  | escellence.   |                           |  | ,                                    | randersorp und re                                    |   |                        |                        | <b>J</b> 40111    | ranch and                               |
| P - Proficient   | Performance is n  | nore than s               | atisfactory. Dasir   | ed result                            | s are being pro                                      | duced in a :                                | rofici                 | ient mo                | neer.             |   |
| \$ - Strong  | Performanco is c  | harocteriz                | ed by exceptional  | proficien                            | :y.  | •   |                        |                        |                   |   |
| O · Outstanding  |   |                           | nal in relation to r   |                                      | -  | and in com                                  | earl so                | n to th                | a carto           | tmance of                               |
|  |   |                           | s to warrant specie  |                                      |  |   |                        | .,                     | ,                 |   |
| -  |   | ·                         | SPECI  | FIC DU                               | ries -   | na n    |                        |                        |                   |   |
| cash ( SPECIFIC DUTY NO GONDOLICA balance dail SPECIFIC DUTY NO SUMMARIZE tures into m   | m Cashier, 1 U.S. tes all Stat Y. s all Static onthly account                   | respons. dollar tion cas  | ible for the es, MPC).  The transaction for  | daily ns to off-ba s eper            | receipt an   | or and versioning                           | rsem<br>erif:<br>:icle | ies<br>central         | oendi-            | P RATING LETTER P                       |
| accountings.   |   | Marie o                   | in Apirora   | <del>-</del>                         |  |   |                        |                        |                   | P                                       |
| Reintains cost center.   |   | record                    | s or private   | renta                                | ls by indi   | vidual h                                    | ouse                   | e and                  | ·                 | P                                       |
| PECIFIC DUTY NO. Advi ses Ti performs othe   | Y travelers   |                           | ir entitlements assigned by  |                                      |  |   | ouch                   | ers,                   | erd               | RATICS<br>LETTER<br>D                   |
|  |   | OVERAL                    | L PERFORMAN  | E IN C                               | URRENT POS   | ITION                                       |                        |                        |                   |   |
| of a into account of ormance of special articular limitation for the latter in the lat | everything about the duties, productions or talents. Bar<br>the rating box corr | he amploye<br>tivity, cor | e which influence<br>iduct on 105, conp<br>r knowledge of er   | s his affe<br>erativene<br>rrioyee's | ctiveness in hi<br>ss, perlident p<br>everall perfer | s current po<br>versoner tra<br>nianca dien | is the                 | क्षा उत्तर<br>स्वराह्य | i, and<br>gperios |   |
|  | -   |                           |  |                                      | <del></del>  |   |                        | -                      |                   |   |

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NARRATIVE COMMENTS SECTION C Indicate significant atransitive or weaknesses asmonstrated in containing. Give recommendations for training, Comme everall performance, Seats suggestions made for improvemental most performance. Give recommendations for training, Comme on foreign language competence, it requires for current position. Amplify or explain ratings given in Section B to provide best basis for determining future parsonnel oction. Manner of performance of managerial or supergrey fittle Great in the provided of Subject had performed his duties in a competent manner. Endpringly, hage summ of money with few errors, and maintains the necessary statistical records. - Cost consciousness and management of organization assets does not apply to this position. CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT SIGNATURE OF EMPLOYEE 9 Jun 61 /s/ James Wilcott BY SUPERVISOR MONTHS EMPLOYER HAS ACRN AS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE /s/ Frank Wells 9 Jun 61 Finance Officer BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL Subject has held the position of Finance Disbursing Officer since his arrival at in liay 1980. He has performed well in a function for which he had no previous experience or training. With a realignment of the office workload in December he was given the additional responsibility of processing TDY travel. Due to his specialized work, he has not had the opportunity to be trained in other facets of finance work. He has been schooled for finance training upon his return to Headquarters in July 1964.

. SECRET .

/s/

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OFFICIAL TITLE OF REVIEWING OFFICIAL

Finance Officer

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| Annihim to be a similar to the same of the |   | ~                                      | , , , , , , , , , , , , , , , , , , ,   | 1.11                              | [ ^ )   |                                       |                        |                               |
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|  | ,   |  |   |                                   | · · · · · · · · · · · · · · · · · · ·                                       |                                       | 025798                 |                               |
| SECTION A  |   | /<br>/ Fh. i sh                        |   | ENERA                             | 7 PM - T-100 Oct 1 1 100 Oct 10 TO 100                                      |                                       |                        | - سارىرىيىنىڭىكالىكىدى خىسىدى |
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| WILCO:   |   | A                                      | * * *   | 1.0                               | 7 Sept 31   | NI                                    | GS-6 1 STATIO          |                               |
|  | ACCT ASST   |  |   | 1 -                               | ) L. 1/1C   | **********                            | -                      | • '                           |
| . P. CHECK 181 TV  | PE OF APPOINTMENT   |  |   |                                   | HECK (X) TYPE   | P 46 POR'S                            |                        |                               |
| CARER  | AESERVE   |  | TEMPORARY   |                                   | IMITIAL   |                                       | ******************     | 1 1 UP E 4 VI 1 C             |
| CAREEN   | HOYIBIONAL (See Mein  | ettoria :                              | Section C)  | X                                 | ANNUAL  |                                       | REASSIGNMENT           | FUPLOVE                       |
| . SPECIAL (S   | presty):  |  | •   |                                   | SPECIAL (Specia   | [y]: ·                                |                        |                               |
| II. DATE REPORT  | OUÉ IN O.P.   | -                                      |   |                                   | rodvina renic<br>l Jul-62 - 3   |                                       | **                     |                               |
| SECTION B  |   |  | PERFORMANI  |                                   |   |                                       |                        | ······                        |
| A - Adequate  P - Proficient  S - Strong   | positive remedial oc<br>probution; to reassig                           | tion. T<br>nment<br>Il requ<br>then s  | he nature of the ac<br>or to separation;<br>Iraments, It is ent<br>attisfactory. Dasire | tion cou<br>Describi<br>Irely sai | ld range from co<br>action taken or<br>isfactory and is<br>a aro being prod | unseling, (<br>proposed<br>characteri | zed neither by defic!  | placing an                    |
|  | Performance is so as others doing similar                               | ception                                | nal in relation to re   | quirome                           | nts of the work   | and in com                            | parlson to the perform | nancia af                     |
|  |   |  | SPECIA  | IC DU                             | TIES  |                                       |                        |                               |
| manner in which a<br>with supervisory r  | he most important spe<br>implaye's performs EAG<br>esponsibilities MUST | CH spec                                | cific duty. Consid  | er Olik Y                         | offectiveness i   | n pertorna                            | nce of that dity. All  | l employeds                   |
| SPECIFIC DUTY NO   |   |  |   |                                   | ,   |                                       |                        | LETTER                        |
| As Station C<br>cash   | Cashier, respo<br>U. S.   | nsib<br>dol                            | le for the dai<br>lars, MPC).   | ly re                             | ceipt and d   | isburse                               | ement of               | P                             |
| SPECIFIC DUTY NO   | ), 2 <sub>_</sub>   |  |   |                                   |   | ,                                     |                        | PATING                        |
| Consolidated   | s all Station ca  | ish ti                                 | ransactions t   | o one                             | voucher a   | nd veri                               | fies balance           | P                             |
| PECIFIC DUTY NO  | . 5   |  |   |                                   | <u></u>   |                                       |                        | LETTER                        |
|  | all Station tra   |  |   |                                   |   |                                       |                        | P                             |
| PECIFIC DUTY NO  | , 4   |  |   | ` ^                               |   |                                       |                        | LETTER                        |
| Polices indivaccountings.  | vidual housing  | and                                    | vehicle adva  | nce a                             | counts and  | l audits                              | related                | p                             |
|  |   |  | -   |                                   |   |                                       |                        | RATING                        |
| PECIFIC DUTY NO  |   |  |   |                                   |   |                                       |                        | LETTER                        |
| Maintains sta<br>cost center.  | atistical recor   | ds o                                   | n all private   | renta                             | ls by indiv   | idual h                               | ouse and               | P                             |
| PECIFIC DUTY NO.   | . 6   | ······································ |   |                                   | <u> </u>  |                                       |                        | RATING                        |
|  | -   |  |   |                                   |   |                                       |                        | LETTER                        |
| Performs oth   | her related du  | lies a                                 | rs assigned t   | y the                             | Finance O   | ssicer.                               |                        | Р                             |
|  | OY  | ERAL                                   | L PERFORMANC  | E IN C                            | URRENT POS  | TION                                  |                        |                               |
| ormance of specif  | everything about the size duties, productiving or talents. Lused        | mploye                                 | e which influences<br>duct on 105, corps  | his off                           | ctiveness in his  | eletent to                            | ers of habits, and     | FEALF4<br>STAING              |
| pee the letter in t  | ue tating pay cuitest   | onaing<br>•                            | to the storement w  | iich moi                          | 7 accurately said   | ects his is                           | val of performance.    | P                             |
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| SECTION C   | NARSATIVE COMMEN   | 155   |
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| averall performance. State sugget<br>on liverigh language competence,   | estions mobe for improvement of work perform<br>if required for current position. Amplify or e | kneping in proper partification their relationship to once. Give recommendational featuring in a Comment insplain rating's given in Section 3 to trivide de Less period or supply is say duties must be described, if |
| <b>1</b> *  |  | 3 38 111 963  |
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|   | •  | MAIL ROOM   |
| responsibility manner and ha Subject at time uncertain in hi best judgment  | is shown a marked interest in  | and willing to accept all med his duties in a competent learning all facets of his job. her warranted or not) of being ways seem to exercise his  |
| impression.   |  | ·   |
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|   | <ul> <li>Section (Section 1)</li> </ul>  |   |
| SECTION D   | CERTIFICATION AND COMM   | ENTS  |
|   | BY EMPLOYEE  | ······································  |
|   | ERTIFY THAT I HAVE SEEN SECTIONS A, B, AN  | ND C OF THIS REPORT   |
| DATE  | SIGNATURE OF EMPLOYEE  |   |
| 21 May 1963   | /S/ James B. Wilcott   | ·<br>Watanaan waxaya waxa  |
| 2. MONTHS EMPLOYEE HAS BEIN   | BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO BE  | CHOLOVEE CIVE EVOLAMATION   |
| UNDER MY SUPERVISION  | THE REPORT AND NOT BEEN SHOWN TO C   | EMPLOTEE, GIVE EAPLARATION  |
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| 21 May 1963   | Finance Officer  | /s/   |
| 3.  | BY REVIEWING OFFICIAL  |   |
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| 21 May 1963   | Adm Officer  | /S/ Douglas S. Trabue   |

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| SECTION A.                                      | (Last)  | (Fred) (Middle)   | NERA               | TE OF BIRTH 13                          | AF X   | 14. GRA             | ACIR B.                                 | 30                                    |
| WILC  | OTT, James B.                                 |   | 1 .                | 27 Sept 31                              | M  | GS-                 | _ 1                                     | SF                                    |
| 6. OFFICIAL POS                                 | TION TITLE                                    |   |                    | F/DIV/BROF ASS                          |  |                     |   |                                       |
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| B. CHECK (X) TY                                 | PE OF APPOINTMENT                             |   | 10. C              | HECK IN TYPE O                          | PREPORT  | <u> </u>            | 1                                       | ,                                     |
| CAREER  | MESERVE                                       | TEMPORARY   | 1                  | INITIAL                                 |  |                     | REASSIG                                 | HMENT SUPERVISO                       |
| CARES-PI  | ROYILIONAL (See Mala                          | rctraine - Section C)   | x                  | ANNUAL                                  | -  |                     | REABIG                                  | WENT EMPLOYEE                         |
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| SECTION B                                       |   | PERFORMANC  | E EV               | LUATION                                 |  | ·                   |   |                                       |
| W • Weak  A • Adequaté                          | positive remedial ac<br>probation, to reassi  | from wholly inadequate to a<br>tion. The nature of the act<br>Inment or to separation, D<br>Ill requirements. It is entir | on cou             | ld range from cov<br>oction taken of    | nseling, t<br>proposed   | to furth<br>in Sect | er traini<br>Iion C.                    | ng, to placing on                     |
| P - Proficient                                  |   | than satisfactory. Desired  | ~                  | • .                                     | ced in a p   | xoficie             | nt mann                                 | er.                                   |
| S - Strong                                      |   | reterized by exceptional pro  |                    | •                                       |  |                     |   |                                       |
| O - Quistanding                                 | Performance Is so es<br>others doing similar  | reptional in relation to req<br>work as to warrant special  | recogn             | ition.                                  | nd in com  | perison             | to the p                                | erformance of                         |
|   |   | SPECIFI   | C DU               | TIES                                    |  |                     | <u>-</u>                                |                                       |
| nanner in which e                               | mployee performs EA                           | cific duties performed duri<br>CH specific duty. Consider<br>be rated on their chility to                                 | ONLY               | effectiveness in                        | performo   | nce of              | that dut                                | y. All emplayees                      |
| PECIFIC DUTY NO                                 |   | ,   |                    | ·····                                   |  |                     |   | HATING                                |
| Station cas<br>of cash.                         | hier responsib                                | le for the day to   | dey i              | eccipt and                              | disbur   | sercen              | it                                      | P                                     |
| PECIFIC DUTY NO                                 | . 9   |   |                    | *************************************** |  |                     |   | RATING                                |
|   | s all station                                 | cash transactions   | to on              | e voucher a                             | nd veri  | fies                |   | P                                     |
| PECIFIC DUTY NO                                 | . 3   |   |                    |   |  |                     |   | RATING                                |
| Summarizes :<br>turos into :                    | all station tre                               | ensactions for off-<br>tings and naintein   | -pass              | housing and<br>ropriate sul             | l vehic<br>osi <b>diar</b>   | je e<br>Te          | xpendi<br>cords.                        | - 4.816.4                             |
| Pecific DUTY NO<br>Polices indi<br>accountings, | lvidual housing                               | and vehicle advan   | ice a              | ccounts and                             | audits   | rel                 | ated                                    | LETTER S                              |
| PECIFIC DUTY NO                                 |   | ords on all privete   | ·non               | tale he test                            | ridual   | house               |   | RATING                                |
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| ECIFIC DUTY NO.                                 | . 6   | ranaditunosamus, vator mus mentos, e antis vatorias es  | a. 401. marper     | *                                       |  | <del></del>         | **************************************  | RATING                                |
|   |   | ies as assigned by  | the                | Finance Off                             | icer.  | •                   |   | P                                     |
|   | • • •   | ,   |                    |   |  |                     |   | •                                     |
| *   |   | ERALL PERFORMANCE   | : IN C             | IRVENT POSI                             | rink   |                     |   |                                       |
| ke into account a                               |   | employee which influences   |                    |   |  |                     | auch as                                 | 0011 11 1 100                         |
| rmance of specif                                | ic duties, productivi<br>as or talents. Based | imployee winter infrances in<br>ty, conduct on 100, cocoor<br>on your knowleage of eino<br>onding to the statement whi    | ativeni<br>loyee's | ss, pertinent re<br>overall periori     | rsenai tra<br>enco duri:   | ntserl<br>ng Ina    | hobies, o<br>eating p                   | eriod. P                              |

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| averall performance. Staté suggi<br>an foreign languagé competence, | etians made for improvement of work perfor<br>if required for current position. Amplify or | in keeping in proper perspective their relationship to mance. Give recommandations for training. Camment explain ratings given in Societion B to provide best against the surjective of the surj |
| Subject is conso  | ientious, industrious, and wi  | lling to accept all responsibility for which he had no previous  |
| experience or training  | g, and has shown a marked int<br>large sums of money with few                              | erest in learning all facets of his errors, and maintains the recessary  |
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| ECTION D  | CERTIFICATION AND COM  | MENTS  |
| b   | BY EMPLOYEE  |  |
|   | ERTIFY THAT I HAVE SEEN SECTIONS A, B, .   | AND C OF THIS REPORT   |
| 19 July 1962  | James B. Wilcott /s/   |  |
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| SECTION A  | A STATE OF THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED AN | CAPPAGE 1-8  | GEI  | IER/      | (F.           |                 |             |   |               |   | *************************************** |
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| WILCOTY  | ?, James B   |  |  | 1.2       | 7 Scot 19     | 931             |             | M   |               | . 4                                     | -25                                     |
| B. BERVICE DESIGNATION   | 8. OFFICIAL POSIT  | ION TITLE  |  |           | *             | -               |             | OFF/U   | A/DR-C        | P ASSIG                                 | 4454F                                   |
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| SECTION B 7  | EYALUA   | TION OF P  | ERFOR                                      | MAN       | CE OF SPE     | CIFIC           | DUTIE       | 5   |               |   |   |
| List up to six of the most<br>manner in which employed<br>with supervisory responsi                                  | i performs EACH s.   | pecific duty.  | Consider                                   | ONL       | .Y offectives | ****            | perform     | once of ti  | iat duti      | r. All e                                | mployees                                |
| 1 · Unsatisfactory   | 2 - Borely adequat   | . 3 - Acc  | eptable                                    | 4 . 4     | Competent     | 5 - Exc         | ellent      | 6 - Supe  | rlor          | 7 - 00                                  | tstending                               |
| SPECIFIC DUTY NO. 1 St.  | ation carlier  | respon-  | RATING                                     |           | CIPIC BUTY    |                 | -           |   |               |   | MATINO                                  |
| sible for the day  | to day recei   | pt and   | NO.  |           | lices in      |                 |             |   |               |   | Jd ,,,                                  |
| disburgement of co   | ish.   |  | 4  |           | vance ne      |                 | s and       | audit   | s rel         | ated                                    | i                                       |
|  |  |  |  | 30        | counting      | 3.              |             |   |               |   |   |
| SPECIFIC DUTY NO. 2  |  |  | RATING                                     |           | IFIC DUTY     |                 |             |   | -,            |   | RATING<br>NO.                           |
| Consolidates all :   |  |  |  | intains : |               |                 |             |   |               |   |   |
| tions to one youch   | er and verif   | ies.   |  |           | ivato re:     |                 |             | rdivid  | ual h         | ouse                                    |   |
| balance daily.   |  |  | 1,   |           | d cost ce     |                 |             |   |               | *************************************** |   |
| SPECIFIC DUTY NO. 3 Su:  |  | station  | RATING                                     | \$PEC     | IFIC CUTY N   | .0. 6           |             |   |               |   | RATING                                  |
| transactions for e   | df-base nous   | ing and  |  | Par       | eforms of     | ther            | elate       | d duti  | C9 A          | s                                       |   |
| veniele expeditur  | tains appropr  | riuto  |  | as:       | signed by     | r the .         | Finar       | ico Off   | 'icer         | •                                       | 4                                       |
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| SECTION C  | EVALUATION O   | F OVERAL   | LPEKE                                      | OKM       | ANCE IN C     | UKKE            | RI PO       | 21 1 TOM  |               |   |   |
| Tako Into account everythi<br>duties, productivity, condu-<br>your knowledge of employe<br>statement which most accu | et on job, cooperati<br>ets overall perform  | iyeness, pert<br>ance Juring                                     | inent pari<br>the rating                   | ional     | traits or hob | bits, pori      | icular      | limitation  | s or ta       | lents.                                  | Bosed on                                |
| 2 - Performani<br>3 - Performani<br>4 - Performani<br>5 - Performani   | ce in many importar<br>ce meets most required controlly meets but<br>ce clearly meets but<br>ce in every importar<br>ce in every respect   | iremonts but<br>isic requiremi<br>basic require<br>nt respect is | is deficie<br>ents.<br>ments.<br>superior. | ni tn     |               | i m porta       | nf respo    | octs.:  | ٠,            | RAT                                     | ).                                      |
| SECTION D  |  | DESCRIPTI  | ON OF T                                    | HE        | EMPLOYE!      | E               |             |   |               |   |   |
| In the ratio   | ig boxes below, cho  | ock (X) the di   | egree to w                                 | hich      | ea. i Charac  | turistic        | applies     | to the e  | aployed       | •                                       |   |
| · Least possible degree  | 2 - Limited dec  | 3 - N  | ormal de                                   | 3108      | d . Above     | 0401030         | degrae      | js - 0  | utstand       | ling drg                                | /00                                     |
|  | . CHARACTER  | ISTICS   |  |           | •             | APPL            | - 10        |   |               | RATING                                  |   |
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| ETS THINGS DONE  | Towards of agency likely house were larger   | rlururunud de besluges, mass                                     |  |           |               | <del> </del>    | _           | i   |               |   | A.I.                                    |
| ESOURCEFUL   | ·  |  |  |           |               | <b> </b> -      | <b></b>     |   |               |   | -X-                                     |
| CCEPTS RESPONSIBILITIE   |  |  | •  |           |               | <b></b>         |             |   | . - <i>i</i>  | ``                                      |   |
| AN MARE DECISIONS ON HI  |  | ARISES   |  |           |               | <b></b>         |             |   | -             | _X_                                     |   |
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| B  |  | RRATIVE DESCRIPTION OF MA  |              |   |   |
| w.   | uch. Live recommendations for              | i demonstrated in current position.<br>his training. Describe, if appropria<br>in, if appropriate, ratings given in S  | ote. his not | only it for to valuation or the           | r improvement of his<br>gasüming greater rev<br>basis tor determining |
| 1:3  | Subject is consci                          | entious, industrious, ar<br>formed capably in a fund   | tion fo      | r straithelbáirme juk                     | ·vious  |
| eх   | speriènce or training                      | , and has shown a marked   | l intere     | st in learning full fa                    | icets of his .  |
| jc   |  | argo sums of money with  |              |   |   |
| to   | perform the duties                         | rive to develop more con<br>assigned him. His lack<br>g to those with whom he  | of assu      | rance and his naivote                     | s atility<br>are  |
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|  |  | * ** ** ** ** ** ** ** ** ** ** ** ** *  |              | rating reflects an entirely               | satisfactory  |
| 1  |  | •  |              | performance.                              |   |
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| man de la compansion de | CTION F                                    | CERTIFICATION AN   |              | NT5                                       |   |
| <u>l.                                    </u>  |  | BY FAPLO   |              | A Marie Control Programme                 |   |
|  | <del></del>                                | rtify that I have seen Sections A  | , 8, C, V    | and E of this Keport.                     |   |
| DAT  |  | SIGNATURE OF EMPLOYEE  | . ,          | •   |   |
|  | 3 May 1961                                 | Jemes B. Wilcott   | <u></u>      | cSigned)                                  |   |
| 2.   |  | BY SUPERV  | THE WORLD    |   |   |
| HON  | THS EMPLOYEF HAS BEEN<br>ER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SH   | IOWN TO EM   | PLOTEE, GIVE EXPLANATION                  |   |
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|  |  | IF REPORT IS NOT BEING MADE AT   |              |   |   |
|  | EMPLOYEE UNDER MY SUPERY                   | ISION LESS THAN 80 DAYS  |              | REPORT MADE WITHIN LAST 90                | DAYS  |
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| ).<br>   |  | BY REVIEWING O   | FFICIAL      |   |   |
| X  | I WOULD HAVE GIVEN THIS EM                 | PLOYEE ABOUT THE SAME EVALUA   | TION.        |   |   |
|  | I WOULD HAVE GIVEN THIS EM                 | PLOYEE A HIGHER EVALUATION.  |              |   |   |
|  | I WOULD HAVE GIVEN THIS EM                 | PLOYEE A LOWER EVALUATION.   |              |   | ,                               |
|  | I CANNOT JUDGE THESE EVAL                  | UATIONS. I AM NOT SUFFICIENTLY   | FAMILIAR I   | WITH THE EMPLOYEE'S PERFOR                | MANCE.  |
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| SECTION A  |   |  | GEA                                   | IERA        |  |                            |                        |                    | <del></del>                             |                                       |              |
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| SE   | I   |  | amie P                                |             |  |                            | ٠ ا                    |                    |   | •                                     |              |
|  | Fiscal Acco   |  | FG1.47                                | <del></del> | ***************************************    |                            |                        |                    |   | <u>n=//</u>                           | <u> </u>     |
| <del></del>  | REEN STAFF STATU  | <del></del>  |                                       | 10.         |  |                            | TPE OF                 |                    |   |                                       |              |
| Z NO TELIGIOLE   | MEMBER .  | OUTER  |                                       | 4           | INITIAL                                    |                            | ASSIGNM                |                    |   |                                       | ·            |
| I BEACING  | DECTIMED  | DENIA  |                                       |             | ANNUAL                                     |                            | MADIESA                | EMT/K              | MPFÖA                                   | <b>4.</b> ?                           |              |
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| - 30 4-mil 1950 .  |   | 20 - 31 ;  |                                       |             |  | ·                          |                        |                    |   |                                       |              |
| SECTION B  | EVALUA  | TION OF F  | ERFOR                                 | AANC        | E OF SPE                                   | CIFIC D                    | UTIES                  |                    |   |                                       |              |
| List up to six of the most<br>menner in which employed<br>with supervisory respons   | e performs EACH sibilities MUST be re   | pecific duty.<br>ated on their                     | Consider<br>obility to                | ONL         | Y effective                                | nėss in pe<br>irė number i | riarmane<br>of employe | e of the           | at duty<br>orrised                      | . All (                               | amployees    |
| 1 - Unsatisfactory   | 2 - Barely adequat  |  |                                       | <b></b>     | ompetent                                   | 5 - Exce                   |                        |                    | an-a ababatan                           | A                                     | utstanding   |
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| rauchers to be m   |   |  |                                       | Ec          | corts Di                                   | vision                     |                        |                    |   |                                       |              |
| SPECIFIC DUTY NO. 2 De   | sponsible for   | · veriiy-  | RATING                                | 5₽€ C       | IFIC DUTY                                  | NG. 5                      |                        |                    |   |                                       | RATIN NO.    |
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| SECTION C  | EVALUATION C  |  |                                       | OPI         | ANCE IN A                                  | TIDDEN                     | T PASM                 | 104                |   | <del></del>                           |              |
| Tabe into occount everyth duties, productivity, condu- pour Anowledgo of employs spacement which most accu-  1 - Performan | ict on job, coonerat<br>ne's overall perform<br>trately reflects his                                | iveness, perionce during level of perions          | tinent pertition the rating prinance. | et ted      | traits or hal                              | bits, parti-               | cular lim<br>imber in  | itation<br>the bos | s cr ta                                 | lents.<br>spondir                     | Based on     |
| 3 - Performan<br>4 - Performan<br>5 - Performan<br>6 - Performan   | ce meets most require conclusive meets by conclusive meets con in every importance in every respect | isic requirem<br>basic requirent<br>int respect is | ents,<br>ements,<br>superior,         | nt in       | one of more                                | important                  | respect                | · ·                |   | <u> </u>                              |              |
| ECTION D   |   | DESCRIPTI  |                                       |             |  |                            |                        |                    |   |                                       |              |
| ······································   | ng boxes below, ch  |  | egree to w                            | hich        |  |                            |                        | <del></del>        | · · · · · · · · · · · · · · · · · · ·   | · · · · · · · · · · · · · · · · · · · | <del></del>  |
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SECTIONS

| work. Give recommendations for                | s deineratived in current havillen. I has training. Describe, if appropriate, ratings given in \$             | ndicate suggestions made t<br>te, his potential for develo  | oment and for assuming areater to-   |
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| and not at all<br>by the way in               | o which subject has been<br>conductive to disclosing<br>which he adapted to Duty<br>Form fore responsible dut | his full potential No. 2. it is felt  | . However,   |
| He has an extro<br>supervision.               | mely good attitude towar  | d his work and rec  | ponds well to  |
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| SECTION F                                     | CERTIFICATION AND   | D COMMENTS  |  |
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| 2.  | BY SUPERVI  | SOR   |  |
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| SECTION A  |   |   | GEI                                 | VERAL                                  | <del></del>   |                    | ************************************** |  |  |  |              |
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| Wilcott,   | Jr. James   | Э.                                      |                                     | 27 Sept. 1                             | 931           |                    |  | L  | CG-                                    | 5  | _            |
| 3. SERVICE DESIGNATION   | 8. OFFICIAL POSIT   | ONTIFLE                                 |                                     |  |               | 7. 8.              | ompt/                                  | ON OF  |  |  |              |
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| SECTION B  | . EYALUA  | TION OF P                               | FILLOW                              | MANCE OF SPE                           | CIFIC D       | UIIES              | A1                                     | <del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del> | - <del></del>                          | ,  |              |
| List up to six of the most<br>manner in which employed<br>with supervisory responsi                                | performs EACH sp  | oxific duty.                            | Conside                             | ONLY effectiven                        | ess in pe     | rformance          | of that                                | duty.  | All om                                 | ribes                                      | the<br>ts    |
| 1 - Unsatisfactory   | 2 - Barely adequate   | 3 - Acc                                 | eptoble                             | 4 - Competent                          | 5 · Excel     | lent 6 .           | Superio                                | » [7   | · Outs                                 | landi                                      | ng           |
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| PECIFIC DUTY NO. 2   |   |   | RATING                              | SPECIFIC OUTY N                        |               |                    |  |  |  | RAT  |              |
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| page and allow   | made proper to me   | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 3                                   | }                                      |               |                    |  |  |  | 1,   | ,            |
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| PECIFIC DUTY NO. 3   | *   |   | RATING                              | SPECIFIC OUTY N                        | 0. 8          |                    |  |  |  | RAN  |              |
| Laintaining of   | Lonvo rocord  | ls                                      | 3.                                  | Parocassing                            | of che        | c!:s               |  |  |  | :  | ,            |
| ECTION C   | EVALUATION O  | F OVERAL                                | L PERF                              | ORMANCE IN C                           | URREN1        | r POSITI           | ON                                     |  | rent n Andrettania                     | <u> </u>                                   |              |
| ako into account everythin<br>utles, productivity, condu-<br>pur knowledge of employe<br>totement which most accur | ng about the employ<br>ct on job, cooperati<br>c's averall performs | ree which in<br>vanose, perf            | fluences<br>inent per<br>the rating | his effactiveness i                    | n his curi    | ent posit          | ion - po                               | or tales   | 112. Ba                                | sed o                                      | n            |
| 1 - Performance  | e in many Importan  | t respects fo                           | oils to me                          | et requirements.                       |               |                    |  |  | RATIN                                  | اه   | - 1          |
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|  | to clearly meets ba<br>to cloarly exceeds l                         |   |                                     | •                                      |               |                    |  |  | 1 2                                    |  | 1            |
| 5 - Performanc   | e in every importan   | t respect is                            | superior.                           |  |               |                    |  |  |  | J  | I            |
|  | e in every respect  | is ovisiandii                           | ng.                                 |  |               |                    | . مستور می سکنندست.                    | جميبين   |  |  | _            |
| ECTION D   | <del></del>   |   |                                     | THE EMPLOYEE                           |               |                    |  |  |  | <b></b>                                    | _            |
|  | g boxes below, ehe  |   |                                     |  |               |                    |  |  |  |  | _            |
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| ETS THINGS DONE  |   |   |                                     |  |               |                    |  |  | <del>-  </del> -                       |  | -            |
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| HARS CLEARLY<br>SCIPLINE IN ORIGINATING.   | MAINTAINING AND   | DISHORING O                             | SE DE CO.                           | ns                                     |               |                    |  |  |  |  |              |
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NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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| DA         | TE   | rtify that I have seen Sections A, B,  | <b>C</b> , 0 | ond E of this Report.  |                 |
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| DA .       | librei: 10, 1959   | rify that I have seen Sections A, B, signature of EMPLOYEE Julies John Julies John Julies BY SUPERVISOR  | C, D         | O and E of this Report.  |                 |
| 2.<br>MON  | TE   | signature of Employee J2.35 J  | C, D         | O and E of this Report.  |                 |
| 2.<br>MON  | ICTCL 20, 2009   | rify that I have seen Sections A, B, signature of EMPLOYEE Julies John Julies John Julies BY SUPERVISOR  | C, D         | O and E of this Report.  |                 |
| 2.<br>HON  | Ilordi 20, 2059  | rify that I have seen Sections A, B, signature of EMPLOYEE Julies John Julies John Julies BY SUPERVISOR  | C, D         | O and E of this Report.  |                 |
| 2.<br>MON  | ICTCL 20, 2009   | rify that I have seen Sections A, B, signature of EMPLOYEE Julies John Julies John Julies BY SUPERVISOR  | C, D         | MPLOYEE, GIVE EXPLANATION  |                 |
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| as has been evilareed by his empolirent in an accounting course with the Department  |                                       |
|  |                                       |
| of Agriculture School. He has nade great progress in his designed position in the  |                                       |
| Accounting Brunell.  |                                       |
|  |                                       |
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|  |                                       |
| SECTION D. SUITABILITY FOR CURRENT JOB IN OFGANIZATION   |                                       |
| DIRECTIONS: Take into account here everything you know about the individualproductivity, conduct in the  |                                       |
| personness personal characteristics or habits, special defects or talentsand how he fits in with your team.  | iah                                   |
| pere him with others doing similar work of about the same level.   |                                       |
| 1 . DEFINITELY UNSUITABLE . HE SHOULD BE SEPARATED   |                                       |
| 2 - DE COURTEUL SUITABILITY WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN SHAE I KNOW NOW. 3 - A BRRELY ACCEPTABLE EMPLOYEE BELOW AVERAGE BUT WITH NO MEANNESSES SUFFICIENTLY OUTSTANDING TO  |                                       |
| RANT HIS SEPARATION  | Corre                                 |
| 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I MOW IN THE ORGANIZATION   | Corre                                 |
| RATING 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STENGTHS  BY AN UNUSUALLY STOONG PERSON IN TERMS OF THE ORGANIZATION   | Corre                                 |
| NUMBER 7 - EXCELLED BY ONLY A FEW IN SUITABLILITY FOR THE ORGANIZATION   | Corre                                 |
| S THIS INDIVIDUAL SETTER SUITED FOR DOPE IN SOME OTHER STITION IN THE ORGANIZATION! ( ) VIS ( ) **. : *  | Corre                                 |
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| HEATH FULLY He is well suited for his pres esition, but has empressed a busine   | * ***-                                |
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\*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
PURSUANT TO AUTHORITY OF DOT AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND ANDCI POLICY DIRECTIVE DATED H OCTOBER 1962.\*\*

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

 $\bigcirc$ OLD Willeall, James B

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| (ODE (con 13 10)  htt Earlies  DA IN  VIT. PREFERENCE  DE D NONE  2 - 10 - FT  PREVIOUS GOVER  | 11976C 29 SPECIAL REFERENCE 14 SERV CON 10 DA 10 | SAS   30 RETILE   1 - CSC   2 F F F A A S   1 - CSC   2 F F A A S   1 - CSC   2 F F B A TE   37.   | 22 STATI CODE  SO SO  STATI CODE  1 CO | 231 SEPARATION DATA (ODE  131 SEPARATION DATA (ODE  ATE 28 CAPERS (ATE)  CAP 855. PDOV TEMP  CAT 43                            | 24. Hdqtrs   25 DATE OF BIATH  | ONNEL  26 DATE OF GRADE  27 DATE OF LET  28 DATE OF GRADE  27 DATE OF LET  30 04 13 64  33 SECURITY 34 SEX EQ MO  COOCOO 1-11  LITH INSURANCE  10 SOCIAL SECURITY NO.  44 STATE FAT BATA   |
| (ODE (con 13 10 10 10 10 10 10 10 10 10 10 10 10 10  | 19760 20 SPECIAL REFERENCE 36 SERV CON MO DA OB 26 ERMENT SERVI OUS SERVICE SERVICE GENERALICE   | SAS   30 RETILE   1 - CSC   2 F F F A A S   1 - CSC   2 F F A A S   1 - CSC   2 F F B A TE   37.   | 22 STATI CODE  3000  REBUST DATA  CCOE  1  LONG COMP. D  A. LONG COMP. D  A. LONG COMP. D  CODE  A. LONG COMP. D   | 231 SEPARATION DATA (GOE  131 SEPARATION DATA (GOE  ATE 38 CAREER (A  137 CAP 815. PDOV TEMP  (AT 42 FORM ERECUTED  1 115 8 NO | 24. Hoders 25 DATE OF BIATH  Code NO D1 TH  COD   2.7   3.1  37 CORRECTION/CANCELLATICH DATA  TYPE AO DA 74  IEGORY 39. FEGLI / HEAL  CODE | ONNEL  20 DATE OF GRADE  27 DATE OF TEL  20 DATE OF GRADE  27 DATE OF TEL  20 DATA  COS  COS  COS  COS  COS  COS  COS  CO  |
| COBE CEEP   COBE   COBE | 19760 20 SPECIAL REFERENCE 36 SERV CON MO DA OB 26 ERMENT SERVI OUS SERVICE SERVICE GENERALICE   | F DATE 17.   | 22 STATI CODE  3000  REBUST DATA  CCOE  1  LONG COMP. D  A. LONG COMP. D  A. LONG COMP. D  CODE  A. LONG COMP. D   | 231 SEPARATION DATA (GOE  131 SEPARATION DATA (GOE  ATE 38 CAREER (A  137 CAP 815. PDOV TEMP  (AT 42 FORM ERECUTED  1 115 8 NO | 24. Hodges 25 DATE OF BIATH  Code  | ONNEL  20 DATE OF SEADE  27 DATE OF SEADE  27 DATE OF SEADE  27 DATE OF SEADE  27 DATE OF SEADE  28 DATE OF SEADE  29 DATE  20 DATA  COOCOO  1-11  THE INSURANCE  MEALTH THE CODE  44 STATE TAX BATA  FORM EXECUTED  1 TAS  2 DATE OF SEA  EASTW  TORM EXECUTED  CODE  TORM EXECUTED  CODE  TORM EXECUTED  CODE  TORM EXECUTED  THES  CODE  TORM EXECUTED  THES  CODE  TORM EXECUTED  THES  THES  TORM EXECUTED  THESE  TORM EXECUTED  THESE  TORM EXECUTED  THESE  TORM EXECUTED  THESE  TORM EXECUTED  TORM EXECUTED  THESE  TORM EXECUTED  THESE  TORM EXECUTED  THESE  TORM EXECUTED  TORM EXECUTED  THESE  TORM EXECUTED  THESE  TORM EXECUTED  THESE  THESE  TORM EXECUTED  THESE  TH |
| CODE (ced)  13 10  htt Earlites  DA IN  VIT. PRESERVICE  1 5 77  PREVIOUS GOVER  1 NO PREVIOUS GOVER  2 NO PREVIOUS GOVER  1 NO PREVIOUS GOVER  2 NO PREVIOUS GOVER  3 NO PREVIOUS GOVER  4 NO PREVIOU | 19760 20 SPECIAL REFERENCE 36 SERV CON MO DA OB 26 ERMENT SERVI OUS SERVICE SERVICE GENERALICE   | F DATE 17.   | 22 STATI CODE  3000  REBUST DATA  CCOE  1  LONG COMP. D  A. LONG COMP. D  A. LONG COMP. D  CODE  A. LONG COMP. D   | 231 SEPARATION DATA (GOE  131 SEPARATION DATA (GOE  ATE 38 CAREER (A  137 CAP 815. PDOV TEMP  (AT 42 FORM ERECUTED  1 115 8 NO | 24. Hoders 25 DATE OF BIATH  Code NO D1 TH  COD   2.7   3.1  37 CORRECTION/CANCELLATICH DATA  TYPE AO DA 74  IEGORY 39. FEGLI / HEAL  CODE | ONNEL  20 DATE OF GRADE  27 DATE OF SEADE  10 DATA  10 DA |

| <b></b>                                      | ALI OD   |  |                                    |   |                                       |                                |  |
|--|--|--|------------------------------------|---|---------------------------------------|--------------------------------|--|
| OEF  |  | NOTIFIC  | ATION OF                           | PERSONNE                                | LACTION                               |                                | 7  |
| I. SERIAL RUMBER                             | 2 NAME (LAST FIRST MIS   |  |                                    | Hamilio-rifellifentilmitenippipilai     | ·<br>                                 |                                |  |
| ი25 <b>7</b> 98                              | WILCOTT J  | AMES 6 J   | ;                                  |   |                                       | .*                             |  |
| 3 RATURE OF PERSONS                          |  |  | · ·                                | .4. EFFECTIVE DAT                       |                                       | BI OF EMPLOYMENT               | andi den William Addining and an annual an |
| RESIGNAT                                     | ION  | •  |                                    | 104   24                                | 65                                    | REGULAR                        |  |
|  | ¥ 10 ¥   |  | 12 (#                              | P. COST CENTER NO                       | O. CHARGEABLE                         | B CSC OR OTHER LEG             | AL AUTHORITY   |
| • FUNDS                                      | CF TO V  | i  | F 10 OF .                          | 5277 000                                | n3 nnnn                               |                                | · · · · · · · · · · · · · · · · · · ·  |
| P CEGABIZATIONAL DE                          | SIGNATIONS   | <del></del>  |                                    | 18. LOCATION OF O                       | FFICIAL STATION                       |                                |  |
| CONFIDENT<br>COMPENSAT                       | CE OF FINANCIAL FUNDS (<br>TION AND TAX<br>AGENTS ACCO   | DIVISION<br>X ACCOUNT  |                                    | H<br>WASH., C                           | o. c.                                 |                                | 4  |
| II. POSITION TITLE                           | c -  | ,  |                                    | 12 POSITION NUMB                        | £ 8                                   | 13 SERVICE DESIGNAT            | 104  |
| •  | FINANCE AS   | SISTANT  |                                    | 0470                                    |                                       | ŠF-                            |  |
| 14 CLASSIFICATION SCH                        | EDULE (SS, EB, etc.)   | IS. OCCUPATI   | DRAL SERIES                        | 16 GRADE AND STE                        | ,                                     | 17. SALARY OR BATE             |  |
|  | GS   | 0510.  | 16                                 | 07 4                                    |                                       | €650                           |  |
| S. REMARKS                                   | +  | transfert in resident strategy and section | des automostic recon continguipado |   | y and the second second second second |                                |  |
| innightiga engagaganggapannangaganang garap  | Spa  | CE BELOW FOR   | EXCLUSIVE U                        | SE OF THE OFFI                          | CE OF PERSO                           | NNEL                           | principal and the second secon |
| ACTION 20 Employ.                            | 21. OFFICE CODING  | 22. STATION  | 23 18766868                        | 24 Megres   25 DAT                      | C OF BIRTH                            | 26 DATE OF GRADE               | 27 BATE OF LES   |
| 15 10  | SUBER C SCPHABE  | TIC CODE   | 3693                               | (13)                                    | 27 31                                 | NG 64 78                       | #0 84 14   |
| NIE EXPIRES                                  | 29 SPECIAL 30 RET<br>REFERENCE 1 CSC<br>9 PICA<br>5 NOTE   | COOE   | DOOG 1                             | 32 CORRECTION/CAND                      | LA VE                                 | EOD DATA                       | 33 SECURITY 34. SEX<br>REQ MO.   |
|  | 36 SERV. COMP. DATE 32   | F LONG COMP. BATE  | : 39 (AREER CA                     | TEGORY 39                               | FEGLE / HEALT                         |                                | OR ALIREDITY THINGS OF   |
| 0 - NONE<br>1 - 8 - 1<br>8 - 10 - 7          | 40 CA 14 ·   | eo da ja,  | 144 ges.<br>145, 1540              | 123E COB1                               | O WAIVER                              | MERLTH INS COOR                |  |
| PREVIOUS GOVE                                | EXMENT SERVICE DATA  | 42. LEAVE CAT  | ~                                  | PEDLEAL TAX DATA                        |                                       | 44. STATE                      | TAX BATA   |
| 1 - 90 BeEFF<br>2 - 80E44 19                 | OUS SERVICE<br>LINGERVICE<br>SERVICE (LESS THAN 3 VR<br>SERVICE (MORE THAN 3 VR  | - 1  | 1 - 155<br>2 - 80                  | CODE NO TAE                             | EREMPTIONS                            | FQRM EXECUTED<br>1 TES<br>2 NO | CODE NC TEX STERE CODE   |
|  |  | S'GNA'   | TURE OR OTH                        | AUTHENTICA                              | non:                                  |                                |  |
|  | •  |  | ĵ                                  |   |                                       | PO                             | STED   |
| anar ann an | - Agriphon Miles from 1 agricultural general and a fine for the conference of the co | on-in-   |                                    | * | 1                                     | 1 4/03                         | 4/28/65  |
| OPM 1150                                     | Use Previous<br>Edition  |  | SEC                                | CRET                                    | ani                                   | Figure and property            | 1512 14.0K   |

| DL8: 9 OCT 64  | hen Filled In)                          |                                |  |
|--|---|--------------------------------|--|
| NOTIFICATION (   | OF PERSONNEL ACTION                     |                                |  |
| OCF  | · \                                     |                                |  |
| 025798 WILCOTT JAMES JR  |   |                                | * `  |
| E. NATURE OF PERSONNEL ACTION  | A EFFECTIVE DATE 1 S CATEGO             | RY OF EMPLOIMENT               |  |
| REASSIGNMENT AND TRANSFER  | BO DA VA                                | TI AL EMLENIMENT               | • •  |
| TO VOUCHERED FUNDS   | 10 1 11 64                              | RÉGULAR                        | <b>?</b>   |
| N 10 A 10 CL   | 7. COST CENTER NO. CHARGEABLE           | B (SC OR OTHER LEG             |  |
| X CF TO V CF TO CF   | 5077 0003 0000                          | 50 USC                         | 403 J  |
| ORGANIZATIONAL DESIGNATIONS  | 10. LOCATION OF OFFICIAL STATION        |                                |  |
|  |   |                                |  |
| DDS OFFICE OF FINANCE  |   |                                | *  |
| CONFIDENTIAL FUNDS DIVISION  |   | -                              |  |
| COMPENSATION & TAX ACCOUNTS BRANCH<br>CONTRACT AGENTS ACCOUNTS SECTION | MACH D C                                |                                |  |
| CONTRACT AGENTS ACCOUNTS SECTION                                       | WASH., D., C.                           | 13 SERVICE DESIGNAT            | 102  |
| i, pysitive title  | 11. PUBLICA NUMBER                      | 19 STRAIGE ATSIRBNI            | IVA  |
| FINANCE ASSISTANT  | 0470                                    | SF .                           |  |
| 4. CLASSIFICATION SCHEDULE (65, 18, etc.) 15. OCCUPATIONAL SERIES      | 14. GRADE AND STEP                      | 17. SALARY OR RATE             | - 'Y har'unana a sana haranana a mananana a sana a san |
| GS 0510.16   | 07 4                                    | 6650                           |  |
| REMARKS  |   | ·                              |  |
| r<br>·   |   |                                |  |
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| •  |   |                                |  |
| •  | *                                       |                                |  |
| SPACE BELOW FOR EXCLUSIVE  | USE OF THE OFFICE OF PERSO              | NNEL.                          |  |
| ACTION 28. Employ 21. OFFICE CODING 72. STATION 23. INTEGREE           | 24. Hdqtrs   25. DATE OF BIRTH          | 26 DATE OF GRADE               | 27. DATE OF LEI  |
| CODE Codo RUMERIC ALPHABETIC CODE CODE                                 | Code NO. DA YR                          | NO DA YR                       | NO DA 18   |
| 16 10 13500 FIN 75013  | 1 09   27   31                          |                                |  |
| NTE EXPIRES 29 SPECIAL 20 BETIREMENT DATA 31 SEPARATION BATA CODE      | L                                       |                                | 13 SECURITY 34 SEE   |
| 3 - FICA   | TYPE MO DA 12                           | EOD DATA                       |  |
| S - NONE   | 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 | M INCHEANCE                    | 40 SOCIAL SECURITY NO  |
| VET PREFERENCE 36 SERV. COMP DATE 37. LONG COMP DATE 38. CAREER        | CORE CORE A MALTER                      | M INSURANCE<br>MEALTM INS CODE | an Social Stratist an  |
| 1.3 PT (44 RES)  | 1 1 746                                 |                                |  |
| PREVIOUS GOVERNMENT SERVICE DATA 42 LEAVE (AT 43                       |   | 44. STATE                      | TAX DATA   |
| CE O NO PRESIOUS SERVICE CODE COMETECUTO                               | W FORE NO TAX EXEMPTIONS                | FORM ENECUTED                  | CODE NO TRE STATE CODE   |
| 1 - NO BREAK IN SERVICE  |   | 1 . TES<br>2 - NO              |  |
| 3 - BREAK IN SERVICE INDAE THAN 3 1851                                 | i                                       |                                |  |
| SIGNATURE OR CT  | HER AUTHENTICATION                      |                                |  |
| 301. FC  |   | POS                            | TFD II   |
| HOM: IE  |   | 1 7                            | 111  |
| ·  |   | 9 Vet                          | 67   |
| ***  |   | $\mathcal{L}$                  | 7  |
|  |   |                                |  |
| i i i i i i i i i i i i i i i i i i i                                  |   |                                |  |
| ur-allenga-pa-en-en-pa-pa-en-pa-pa-pa-pa-pa-pa-pa-pa-pa-pa-pa-pa-pa-   | d.                                      | . [ 40.7 ] .                   |  |
| 084 1150 Use Provious S  | ECRET Jaar                              | Extract tree prises            | (4-81)   |

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

# GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

| CDADE   |         |         | Per A   | lnnum   | Rate    | sand    | Steps  |         | -       |         |
|---------|---------|---------|---------|---------|---------|---------|--------|---------|---------|---------|
| GRADE - | 1       | 2       | 3       | 4       | 5       | 6       | 7      | 8       | 9       | 10      |
| GS- 1   | \$3,385 | \$3,500 | \$3,615 | \$3,730 | \$3,845 | \$3,960 |        | \$4,190 | \$4,305 | \$4,420 |
| GS- 2   | 3,680   | 3,805   |         |         |         |         | 4,430  | 4,555   | 4,680   | 4,805   |
| GS- 3   | 4,005   | 4,140   | 4,275   | 4,410   | 4,545   | 4,680   |        | 4,950   | 5,085   | 5,220   |
| GS- 4   | 4,480   | 4,630   | 4,780   | 4,930   |         |         | 5,380  | 5,530   | 5,680   | 5,830   |
| GS- 5   | 5,000   | 5,165   | 5,330   | 5,495   | 5,660   | 5,825   | 5,990  | 6,155   | 6,320   | 6,485   |
| GS- 6   | 5,505   | 5,690   | 5,875   | 6,060   | 6,245   | 6,430   | 6,615  | 6,800   | 6,985   | 7,170   |
| GS- 7   | 6,050   | 6,250   | 6,450   | 6,650   | 6,850   | 7,050   | 7,250  | 7,450   | 7,650   | 7,850   |
| GS- 8   | 6,630   | 6,850   | 7.070   | 7,290   | 7,510   | 7,730   | 7,950  | 8,170   | 8,390   | 8,610   |
| GS- 9   | 7,220   |         | 7,710   | 7,955   | 8,200   | 8,445   | 8,690  | 8,935   | 9,180   | 9,425   |
| GS-10   | 7,900   | 8.170   | 8,440   | 8.710   | 8.980   | 9,250   | 9,520  | 9.790   | 10,060  | 10,330  |
| GS-11   | 8,650   | 8,945   | 9,240   | 9,535   | 9,830   | 10,125  |        | 10,715  | 11,010  | 11,305  |
| GS-12   | 10.250  | 10,605  | 10.960  | 11.315  | 11.679  | 12.025  | 12,380 | 12,735  | 13,090  | 13,445  |
| GS-13   | 12.075  | 12,495  | 12,915  | 13.335  | 13,755  | 14,175  | 14.595 | 15.015  | 15,435  | 15,855  |
| GS-14   |         |         |         |         |         |         |        |         |         |         |
| GS-15   | 16.460  | 17.030  | 17.600  | 18.170  | 18,740  | 19.310  | 19.880 | 20,450  | 21,020  | 21,590  |
| GS-16   | 18,935  | 19,590  | 20,245  | 20,900  | 21,555  | 22,210  | 22,865 | 23,520  | 24,175  |         |
| GS-17   | 21,445  | 22,195  | 22,945  | 23,695  | 24,445  |         |        |         |         |         |
| GS-18   |         |         |         |         |         |         |        |         |         |         |

IN ACCORDANCE HITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCT MEMORANDUM DATED 1 AUGUST 1986, SALARY IS ADJUSTED AS FOLLOWS.

NAME SERIAL GROW FUNDS GROST SALARY SALARY WILCOTT JAMES 8 JR 025798 49 380 CF GS 07 3 5 5,910 \$ 0,185

| 1 Serval No   | 2 None   | i       | 3 Cost Center Number 4 LWOP |                |     |         | Hours |
|---------------|--|---------|-----------------------------|----------------|-----|---------|-------|
| 025798        |  | JR      | 45 380                      | 11F            |     |         |       |
| 5.            | OLD SALARY RATE  | ٥       | MEW SALARY RA               | TE .           | 7   | TYPE AC | THON  |
| Grade \$      | op Salary Last EH Date   | Grade   | Step Salary .               | Effective Date | P51 | LSi     | ADJ.  |
| GS 07         | 5 6,189 09/15/6  | 3 63 0  | 4 5 6,380                   | 09/13/64       |     |         |       |
| 8 Remorks and |  |         |                             |                |     |         |       |
|               | NO EXCESS LHOP   |         |                             | 04             | /   |         | :     |
| 1             | IN PAY STATUS A  | T END ( | F WAITING                   | PERIOD         | 7   | 149     |       |
|               | LHOP STATUS AT   | END OF  | WAITING PE                  | HIOD           | •   | 1       |       |
|               | CLERKS INITIA  | LS      | AUDI                        | LFD AA         |     | ٠,      | J.    |
|               | •  | 0       |                             |                |     | Es .    | KJ    |
|               | TIFY THAT THE WO   |         |                             | AMED EMPL      | OYE | E :15   | 5     |
| . Ur An       | . WARE INVESTEAS   | L UP GU |                             | •              |     | 1       |       |
| SIGNA         | TURE OF STATE OF STAT |         |                             | DATE / )       | /3  | 69      | •     |
|               | PAY CH   | ANGE N  | OTIFIÇATION                 | V y            | n C | ۶       | ,     |

SECRET (When Filled In)

| OLS: 13                        | SEPT 63   |   | ***  | / D44 1 FT6-0 10)                       |                |  |  |
|--------------------------------|---|---|--|---|----------------|--|--|
| OCE                            |   | NOTIFIC                                 | CATION O   | F PERSONI                               | iel actio      | N  |  |
| 1 SEE:AL BUMBER                | T, BAME (LAST FIRST-M   | 1801.6}                                 | <del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del> |   | *              |  |  |
| 025798                         | WILCOTT .   | LAMES' R .                              | <b>D</b>   |   |                |  |  |
| BATURE OF PERSONS              |   | JANCO D O                               | , ,  | 4 EFFECTIVE                             | DATE S. CATE   | teony of Employment  | -  |
| PROMOTIO:                      |   |   |  | 09   15                                 | 162            | OCCUL AT   |  |
| 1.00.0110                      | V 10 V  | T - 1.                                  | A 10 Ch  |   | NO. CHARGEABLE | REGULAF  |  |
| FUNDS D                        | (F TO V   |   | CF 10 CF   |   | 251 100        | 50,406   |  |
| ORGANIZATIONAL DE              |   | X   -                                   | ., 10 0  |   | 351 100        |  | 403 3  |
| DDP/FE FOREIGN F FE/ SUPPORT S |   |   |  |   |                |  |  |
| . POSITION TITLE               | 1,711   | -                                       |  | 12. POSITION N                          | IM1ES          | i 13. SERVICE DESIGNAT   | ION  |
|                                | CICCAL AC   | CT ACCT                                 |  |   |                |  |  |
| L CLASSIFICATION SCH           | FISCAL AC   |   | IONAL SERIES                                     | 13167                                   | STEP           | SF<br>17. SALARY OR RATE   |  |
|                                |   |   |  |   |                |  |  |
| . ACCURIS                      | GS  | 0501.                                   | .03  | 107 3                                   |                | 5910   | AND THE PROPERTY OF THE PROPER |
|                                |   |   |  |   |                |  |  |
| ACTION 30 Employ               |   | ACE BELOW FOR                           |  | ISE OF THE OF                           |                | TO DATE OF GRADE   | 127 DATE OF LEF  |
| 2001                           | NEGOO LEE   | 1                                       | (005   | (ede Ho                                 |                | H: 04 14   | #0 0A 1A   |
| 2 10 1                         | 45380 FE  | 37587                                   | 31. SEPARATION                                   | 3 ORRECTION/S                           |                |  | 09 15 63   |
| DA +0                          | REFERENCE S CAC S FICA D NOVE   | CODE                                    | Dala (1986                                       | TIPE HO                                 | DA 14          | ATAD DC3   | REQ NO.  |
|                                |   | F. LONG COMP DATE                       | JA (ARIER (A                                     |   |                | LTM INSUBANCE  | 40 SOCIAL SECURITY NO.   |
| 1 1 1 PT                       | 40 DA 18  | NO. DA VA                               | batil state<br>Car dire                          | CODE CODE                               | 0 WAIVES       | MEGLTH INS CODE  |  |
|                                | MENT SERVICE DATA   | 47 LEAVE CAT                            | 43   | FEDERAL TAR DAT                         |                |  | TAK DATA   |
| 1 - 90 BAEAR<br>BREAK 19       | BUSERBEEU<br>Buserbee<br>Fernan Burre<br>Ferren Buserbeer<br>Ferren Buserbeer | p., 1                                   | 1 . 123<br>2 . no                                | CODE                                    | IAI EREMPTIONS | 1 - 185  | COUE NO TAY STATE CODE   |
|                                |   | SIGNA                                   | ture or oth.                                     | A AUTHENTIC                             | ATION          | -1-UST   | ÜD   |
|                                |   |   |  |   | 0              | 4/25/136   | <i>K</i>   |
| •                              |   |   | * * * *  | * |                | THE RESIDENCE OF THE PARTY OF T |  |
| 2 N 1150                       | Use Previous<br>Edition   | *************************************** | SET  | CRET 19                                 | 3283 MAP .     | ( top) (  | When Filled In   |

IN ACCOPDANCE WITH THE ENTVISIONS OF PURLIC LAS BY - 797 AND DOL MEMORANDUM DATED I SUBJECTIONS, SALARY IS ADJUSTED AS ECLLOWS, EFFECTIVE 14 OCTOBER 1942

NAME SERIAL CEGN FUNDS GPLST SALARY GRUST SALARY

14-00000

WILCOTT JAMES & JR 025798 56385 CF 06 4 5 5325 06 4 5 5545

| ARE:9 NOV 1                              | 96 <b>f</b> -                         | <u> </u>  |                           | ECRET<br>m filled (n)      |                  | , -                                |                        |
|--|---------------------------------------|---|---------------------------|----------------------------|------------------|------------------------------------|------------------------|
| OCF                                      | -                                     | NOTIFIC   | ATION OF                  | PERSONN                    | EL ACTION        | 4                                  |                        |
| 1. SERIAL NUMBER 2. M                    | ME (LAST-FIRST-MIDDLE)                |   |                           |                            |                  |                                    |                        |
| 025798 W                                 | LCOTT JAME                            | S B JF  |                           | ,                          | •                |                                    |                        |
| 3. MATURE OF PERSONNEL ACT               | 10#                                   | ······································              |                           | 4 EFFECTIVE C              |                  | ORT OF EMPLOYMENT                  |                        |
| PROMOTION                                | PROMOTION                             |   |                           |                            |                  | REGULAR                            |                        |
| . runds                                  | A 10 A                                | 7   | . 10 (F                   | 7. COST CENTER             | NO. CHARGEABLE   | B. CSC OR OTHER LEG                | A ANIMONITY            |
| · PONDS                                  | (F 10 V                               | X a   | f 10 (F                   | 2137                       | 7351 100         | d 50 USC                           | 403 J                  |
| P. ORGANIZATIONAL DESIGNATION            | OMS                                   | <del>3 % 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 </del> |                           | 10. LOCATION OF            | OFFICIAL STATION | )                                  |                        |
| DDP FE<br>FE/<br>SUPPORT STAF            | F                                     | ]   |                           |                            |                  |                                    |                        |
| 11. POSITION TIFLE                       | •                                     |   |                           | 12 POSITION NU             | ## f f           | 13 CAREER SERVICE S                | SECTION SECTION        |
| FI                                       | SCAL ACCT                             | ASST  |                           | 3167                       |                  | SF                                 |                        |
| 14. CLASSIFICATION SCHEDULE (            | 68, WB, atc.)                         | 15 OCCUPATI   | CHAL SERIES               | 16 GRADE AND 1             | 117              | 17. SALARY OR MATE                 |                        |
| GS                                       |                                       | 0501.   | 03                        | 06 4                       |                  | 5325                               |                        |
|  |                                       |   |                           |                            |                  |                                    |                        |
|  |                                       |   | 7-A                       |                            | FICE OF PERSO    |                                    |                        |
| 22 10 563                                | 180   FETTE CODING                    | 37587   | COBE<br>COBE              | 24. Hégirs 25 0<br>Code 00 |                  | 1°1 , 12 ,61                       | 11, 12,61              |
| 28 MTE EXPINES 29. SPEC                  |                                       |   | BOLTABATION<br>BATA CODE  |                            | RCELLATION DATA  |                                    | 23 SECURITY 34. SER    |
| MO DA TR MET                             | B - FICA<br>B - HORE                  |   | Para (US)                 | TTPE NO                    | DA. 78           | EOD DATA                           |                        |
|  |                                       | COMP. DATE  | 38. MIL SERV              |                            | SEGLI / HEAL     |                                    | 40 SOCIAL SECURITY NO. |
| CGDE 8 - NONE 80<br>1 - 6 PT<br>2 10 PT. | OR 46 AG                              | DA 18   | 1 - 12 h<br>2 - mg        | CODE COEB                  | O . WAIVET       | MEALTH INS CODE                    | P                      |
| 41 PREVIOUS GOVERNMENT                   | SERVICE DATA                          | 42. LEAVE CAT                                       | 43                        | FEDERAL TAX DATA           |                  | 44 STATE                           | TAE BATA               |
|  | VICE<br>VICE<br>E (200 12 MAR 12 MOS) | (00€  | TORM EXECUTED THER R - NO | £05£  .80 F                | 42 ESCRPTIONS    | FCAN ESSCUTED<br>1 - VES<br>2 - mg | COSE NO TAR SYNTECOP   |
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|  | •••                                   | •••   |                           |                            |                  | TCLS                               | 0                      |

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956. SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD NAME - SERIAL ORGN GR-ST OLD SALARY NEW SALARY

SF WILCOTT JAMES B JR 525798 51 71 GS-05 3 \$ 4,340 \$ 4,675

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

| -11           | γ.                                     | 3   | part)  | (W.                                    | SECR                                    |                    |                   | \$25.7°    |                |  |     |
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| 52579         | я.                                     | MILCOT                                    | T JA   | MES P                                  | JR                                      |                    | Dí                | PIFE 14    | UV             |  |     |
| 6.            | O                                      | LD SALARY R                               | ATE  | ************************************** |   | 7.                 | 1                 | W SALARY   | RATE           |  |     |
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|               |  |   | 10.  | PA.                                    | †a                                      |                    |                   |            | 80             | DA                                     | VR. |
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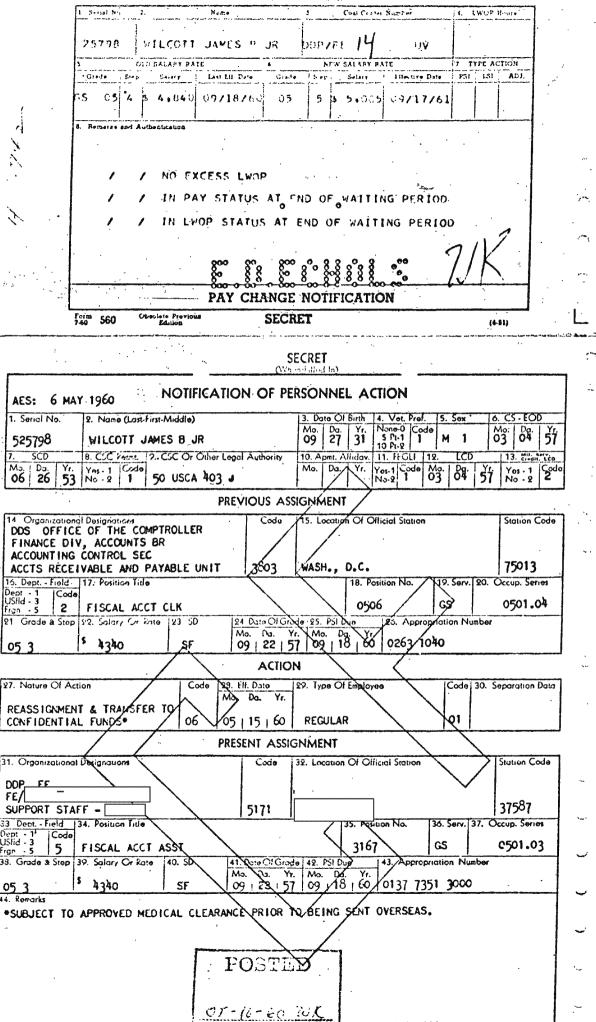
560 OBSCLETE PREVIOUS EDITION REPLACES FORM \$606. AND \$606.

SECRET

OFFICIAL PERSONNEL FOLDER

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| 27. Nature Of Ac   | tion                                  |              | Ma. Da. Yr.  | 29. Type Of  | Employee                 | Code         | 30. Separation Data  |  |  |  |
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| úS <sub>.</sub> 5                      | 2                        | \$ 4,190                                | !  | 21                                     | 58                                      | US 5                                  |  | \$ 4,540   |                    | 9 20                                    | 55  |
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|  |                          |   | rr.RIVU  | 10 3161                                | *************************************** | ASE - AUI                             | HEMILON                                | 1VII   | rmeau              | ere enthi                               | · · ·   |
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| Orac-1                                 | J.D ' ''                 |   |  | ~ · · · · ·                            |   |                                       | 44                                     |  |                    | 12.                                     |   |
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| Dopt Field                             |                          |   | ~··  |  | ,~~ <u>,</u>                            | HANDIII.                              |  | tion No.   | 9. Serv            | 20. Occup                               |   |
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| Nature Of Act                          | ion .                    | į                                       | <u> </u>   | 28. Elf. E<br>Mo. D                    |   | 19. Type                              | Of Employee                            | •  | Code               | 30. Separat                             | ion Dat   |
|  |                          | f                                       |  |  |   |                                       |  |  | .                  |   |   |
| ASSIGNMEN                              | <u></u>                  |   | 56   | 03   2                                 | 5   59                                  | REGUL                                 | AR.                                    |  | 01                 |   |   |
|  |                          |   |  | PRESEN                                 | T ASSI                                  | GNMENI                                | •                                      |  |                    |   |   |
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| S OFFICE                               | OF THE                   | CCMPTROLL                               | .er  | 1                                      | -~-                                     | Ja. Local                             | J. C. CIIIC                            |  |                    | 3.0.10                                  |   |
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| Dept Field                             |                          |   | <u></u>  | ر ا                                    | ر                                       | 1                                     | 35. Positi                             | on No.  3  | 5. Serv. 3         | 37. Occup.                              |   |
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| -9 5                                   | FINANCI                  |   | <u></u>  |  |   | 11:-==                                | 0470                                   |  | SS                 |   | 0.14  |
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LEW SALARY

125798 GS-05-1 \$ 3,670 \$ 4,040 WILCOTT JAMES P JR VSA DIRECTOR OF PERSON EL

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IN LIFU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING

FROM R-20-250

SD OLD SLOT NEW SLOT DATE NAME

125798 WILCOTT JAMES B JR SF 0305.02 305 01/12/59

SECRET (WHEN FILLED IN) 1 EMP. SERIAL NO. HAME ASSIGNED CREAM. 125798 WILCOTT JAMES B JR DOS/COMPT/ V-20 OLD SALARY RATE NEW SALARY RATE 7. LAST EFFECTIVE DATE GRADE SALARY STEP GRADE STEP SALARY Q.A TR. GS. 5 1 \$ 4,040 Ź2 57 2 . 09 21 58 GS \$ 4,190 REMARKS CERTIFICATION I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY. TYPED, OR PRINTED, NAME OF SUPERVISOR H. A. CHANDIER DATE 13 August 19 €9, PERIODIC STEP INCREASE - CERTIFICATION SECRET PERSONNEL FOLDER FORM NO. 560

المقتلسي فياجع أراجيه والعام والمتساحا أفاسه

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| MOMEN APRIL   | . 50                                      | NO       | TIFICA                                | TIOI                                    | OF PE                             | RSONN        | EL A           | CTION                                  | _        |               | -        | 1.                   |
| 1. Serial No.   | 2. Name (Last-Fi                          | rst-Mide | lló)                                  | · · · · · · · · · · · · · · · · · · ·   |                                   | 3 Date (     |                |  |          | Sox           |          | CS-EOD               |
| 1 25798   | WILCOTT, JA                               |          |                                       |   |                                   | 09 2<br>Mo D | . Yi.<br>7. 31 | Nove 0 Co<br>5 A-1 1<br>10 A-8 1       | М        | 1             | . 0      | 3 04 57              |
| 7. SCD<br>Ma. Da. Yr.<br>06: 26 53  | S CSC Rotmt. S<br>Yes: 1 Code<br>No - 2 1 |          | Or Othe                               |   | Authority                         | Mo. Do       |                | Yes-1 Code<br>No-2                     | ф        | Da.           | Yr. 57.  | Yes 1 Co<br>No - 2 2 |
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| 14. Organizationa<br>DDS OFFICE<br>FINANCE DIV                                | OF THE COM                                | PIROL    | LER                                   | -                                       | Code                              | 15. Locat    | ion Of (       | Official Statio                        | <b>n</b> | Mod Rombolfor |          | Station Code         |
| COMPENSATION<br>CONTRACT AG   |   |          |                                       |   | 3503                              | WASH.,       | D. C           | •                                      |          |               |          | 75013                |
| 16. Dept Freld  |   |          | -                                     |   |                                   |              | TD1            | osition No.                            | _ 19     | Serv.         |          | cc.p. Series         |
| Dept - 9 Code<br>USIId - 4<br>rgn - 6 2                                       | FINANCE, ASS                              | ST       |                                       |   |                                   |              |                | 21.03                                  | GS       | <b>S</b>      |          | 0510.14              |
| 21. Grade & Step  | 88. Salary Or Ro                          | te 23    | SD                                    | 24<br>M                                 | Dote CY Gro                       |              |                | 6 St. Appr                             | opriuti  | on Nu         | mber.    |                      |
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| 7. Nature Of Act  |   |          | Code                                  | -                                       | Dai Yr.                           | 29. Type (   | Of-Emplo       | y <b>oo</b>                            | .        | Code          | 30. Se   | paration Data        |
| REASS IGNMENT   |   |          | 56                                    | 04.1                                    | 21   58                           | REGUL        | NR.            | ************************************** |          | 01            |          |                      |
|   | . ,                                       |          |                                       | PRESE                                   | NT ASSI                           | SNMÉNT       |                |  |          |               | `        | •                    |
| 1. Organizational<br>DDS OFFICE<br>INANCE DIV<br>COMPENSATION<br>STAFF EMPLOY | OF THE COMP                               | S BR     |                                       | *************************************** | 2803                              | 39. Location |                | Official Section                       |          |               |          | tation Code          |
| 3. Capt Freid :   | 4 Position Title                          |          | · · · · · · · · · · · · · · · · · · · |   |                                   |              | 35. Pc         | isition No.                            | 36.      | Serv.         | 37. Oca  | up. Series           |
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| 3. Grade & Step 3   | 92. Salony Or Rate                        | 40.<br>S | -                                     | Mo                                      | Date Of Grad<br>Da. Yr<br>122 157 | . Mo. E      | J. Yr          | 43. Appro                              |          | n Nur         | nber     |                      |
| ). Remarks  |   |          |                                       |   | •                                 |              |                | 1.10                                   | 10       | 1             |          |                      |

FORM NO. 1150 1 MAR 87 1/25/18 SECRET

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| 31. Organizational Designations                             | - ,          | Code  | 32. Location   | Of Official Station                      | - ayommining a market books  | Station Code                            |
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#### SECRET (When filled In)

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| Organizational                    |                                 | ************************************** | Code             | 32. Location                       | Of Official :                    | itation    | <del>,</del> | Station Code                                    |
| teu <b>v</b> i utate<br>Je leertë | us imbrothië                    | b                                      |                  |                                    |                                  |            |              |   |
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|                                   | TY ER SELTION                   |  | 2509             | WASH, D.                           |                                  |            |              | 75013   |
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# CENTRAL INTELLIGENCE AGENCY

| no   | · · · · · · · · · · · · · · · · · · ·  |                       |                             |                 | L ACTION   | P.C. 9 Bov 5<br>0-5481 nj         |  |  |
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| MR. JANES B. VILCOTY, JR.  | 125  | and.                  | 27 Sep                      | 1911            |  | 4 Mar 1957                        |  |  |
| This is to notify you of the following action                        |  | <del></del>           |                             |                 |  |                                   |  |  |
| S. RATURE OF ACTION ( use STANDARD TRANSPOLOST)                      |  |                       | & EFFECTIVE                 | DATE            | 7. CIVIL SERVICE OR OTHER  | LEGAL AUTHORITY                   |  |  |
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| Recepted Appointment   | 13.  | . ,                   | 4 Mar                       | 1957            | 50 USCA 403  | ) <b>j</b>                        |  |  |
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4. PERSONNEL FOLDER COPY

### SECRET

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| SECTION A   |   | ······································                        | . (  | SENERA  | L   | <del> </del>   |   |                                    |  |  |  |  |
| 1. MAMR   | Peaced (Lane) (Middle)  |   |  |   |   | 3. SE X  | 4. GRADE  | 8. SD                              |  |  |  |  |
|   | Wilcott,  | James   | B., Jr.  |   | Sep-31  | M  | GS-07   | SF                                 | ·  |  |  |  |
| 8. OFFICIAL POS   |   |   |  | 1 .   | P/DIV/BR OF   | A SSIGNMENT  | 1   |                                    | •  |  |  |  |
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|   |   |   | -  | 1 -   | 6 Apr 65  |  |   | •                                  |  |  |  |  |
| SECTION B   | *   |   | PERFORMAL  | ICE EV  | LUATION   |  |   |                                    |  |  |  |  |
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|   | escellance.   |   |  |   |   |  |   |                                    |  |  |  |  |
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| Milvi.  |   | •   | e e e e e e e e e e e e e e e e e e e  |   |   |  |   | 1                                  | i i  |  |  |  |
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FONM AR

MESTIOUS EDITIONS.

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SECTION C NARRATIVE COMMENTS

basis for determining future personnel action. Manner of performance of managerial or superv in the use of personnel, space, equipment and funds, must be commented an if applicable. If some space is needed to complete

During the period Subject was in charge of the Payroll Section at JMWAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion that being in charge of a section relieved him of the onerous tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

| SECTION D  | CERTIFICATION AND COM                   | MENTS  |
|--|---|--|
|  | BY EMPLOYEE                             |  |
| ,  | CERTIFY THAT I HAVE SEEN SECTIONS A. B. | AND C OF THIS REPORT                                 |
| DATE   | SIGNATURE OF EMPLOYEE                   |  |
| 2.   | BY SUPERVISOR                           |  |
| MONTHS EMPLOYEE HAS BEEN<br>UNDER MY SUPERVISION | Subject departed the                    | Station without seeing                               |
| 12 months  | this Report.                            |  |
| DATE   | OFFICIAL TITLE OF SUPERVISOR            | TYPED OR PRINTED NAME AND SIGNATURE                  |
| 17 Jun 1966                                      | Chief. Finance Branch                   | /s/ H. Robert Graham                                 |
| 3.   | BY REVIEWING OFFICIAL                   |  |
|  |   | observe his performance. uation with which I concur. |
|  |   |  |
|  |   |  |
| DATE   | OFFICIAL TITLE OF REVIEWING OFFICIAL    | TYPED OR PRINTED NAME AND SIGNATURE                  |
| 6 July 1966                                      | Deputy Chief for Support                | t /s/ William A. Jewett                              |

|  | Y EMPLOYEE SERIAL M  | VMS E R               |
|--|--|-----------------------|
| FITNESS REPORT   | 025798   |                       |
|  | NERAL  |                       |
| I; have (Leet) (Piret) (Middle)  | 27 Sep 1931 N GS-07 SF   |                       |
| WILCOIT, James B, Jr.  | 7. OPP/UIV/BR OF ASSIGNMENT B. CURRENT STATION   | <del></del>           |
| Finance Assistant  | Fin/CFD/C&TAB Wash., D. C  |                       |
| . OHECK (X) TYPE OF APPOINTMENT  | 10: CHECK IAI TYPE OF REPORT   |                       |
| X CAREER RESERVE TEMPORARY   | INITIAL PEASSIGNMENT   | BUPERVISO             |
| CAREER-PROVISIONAL (See inelnections - Section C)  | ANNUAL A REASSIGNMENT  | EMPLOVE               |
| SPECIAL (Specify):   | SPECIAL (Specify):   |                       |
| II. DATE REPORT QUE IN O.P.  | 12. REPORTING PERIOD (Frame to-) 11. Oct. 1964 = 25 April 1965   |                       |
| ASAP SECTION B PERFORMANC  | E EVALUATION:  | · .                   |
|  |  |                       |
| W - Weds  Performance ranges from whally inadequate to a positive remedial action. The nature of the act probation, to reassignment or to separation. D  | slightly less than satisfactory. A rating in this categor<br>ion could range from counseling, to further training, to p<br>escribe action taken or proposed in Section C.  | y requires            |
| A - <u>Adequate</u> Performance moets all requirements. It is entir excellence.  | ely satisfactory and is characterized neither by deficie   | ncy nor               |
|  | results are boing produced in a proficient manner.   |                       |
| \$ - Strong Performance is characterized by exceptional pro  O - Quistanding Performance is so exceptional in relation to reconstructed by exceptional in relation to reconstructed by exceptional properties.   | uirements of the work and in comparison to the perform   | ance of               |
|  | IC DUTIES  |                       |
| <del>all might makely and the few or the second </del> | and the second of the authorized material and the second second material and the second secon |                       |
| List-up to six of the most important specific duties performed dufi<br>manner in which employee performs EACH specific duty. Consider<br>with supervisory responsibilities MUST be rated on their ability to   | ONLY effectiveness in performance of that dury. All  |                       |
| SPECIFIC DUTY NO. 1  |  | RATING                |
| Analyzing Payroll Accounts   |  | P                     |
| 44   |  |                       |
| PECIFIC DUTY NO. 2   |  | RATING                |
| Reconciling Tax and Retirement Accoun-   | te   | P                     |
| PECIFIC DUTY NO. 3   | • \  | RATING<br>LETTER      |
| Computing Staff and Career Agents' Pag   | y and Allowances   | P                     |
| PECIFIC DUTY NO. 4   |  | RATING<br>LETTER      |
| Conducting Liaison with our Division   | regarding Payroll matters.   | Р                     |
|  |  |                       |
| PECIFIC DUTY NO. 3   |  | RATING<br>LETTER      |
| Preparing Correspondence   | ·  |                       |
| Freparing Correspondence   |  | . A                   |
| DECEMBER BULLY AND A   |  | RATING                |
| PECIFIC DUTY NO. 6   |  | LETTER                |
| Maintaining Leave records and Agents'  | Pay Files  | P                     |
| OVERALL PERFORMANCE  | IN CURRENT POSITION  |                       |
| ake into account everything about the employee which influences is preductivity, conduct on job, coaper articular limitations or talents. Based on your knowledge of empace the fetter in the rating bax corresponding to the statement who is that 1955.  | stiveness, pertinent personal traits or habits, and  | RAVING<br>LETTER<br>P |

TEFICE OF PERSONN

SECTION C

NARRATIVE COMMENTS

Indicate significant strengifis or weaknesses demonstrated in current position keeping indicate per positive their relationship to everall performance. State suggestions made for improvement of work performance. Give recommendation the symptom on the end of the symptom of the end of the symptom of the end o

In the six months that Mr. Wilcott was assigned to the Staff Agents Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analyzing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very cooperative and dependable.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

| SECTION D                                     | CERTIFICATION AND COM                  | AENTS LENTS  |
|---|--|--|
| 1 s.  | BY EMPLOYEE                            |  |
| 10  | ERTIFY THAT I HAVE SEEN SECTIONS A. B. | UND C OF THIS REPORT                                 |
| DATE  | SIGNATURE OF EMPLOYEE                  | ы р. А. А. А. С. |
| 30 April 1965                                 |  |  |
| 2.  | BY SUPERVISOR                          |  |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO   | EMPLOYEE, GIVE EXPLANATION                           |
| 6   | Employee had departed for F            | CS prior to this date.                               |
| DATE  | OFFICIAL TITLE OF SUPERVISOR           | TYPED OR PRINTED NAME AND SIGNATURE                  |
| 30 April 1965                                 | Chief, Staff Agents Accts. S           | ed.  |
| 3.  | BY REVIEWING OFFICIAL                  |  |
| COMMENTS OF REVIEWING OFFICIA                 |  |  |
| -   | ,                                      |  |
|   |  |  |
| I con   | 71179                                  | ;  |
| 1 00.1  | - u                                    |  |
|   |  | , ,  |
|   |  | g to see a   |
|   | •                                      |  |
| 4.  |  | · ·  |
|   |  | . ' .  |
|   | •,                                     | 2/01   |
| DATE  | OPPICIAL TITLE OF REVIEWING OFFICIAL   | TIPED ON PRINTED NAME SHO FIGHTUMP A                 |
| 30 April 1965                                 | Chief, Compensation and Tax            | Div.   |

SECRET (Then Filled In)

| M               |                              |                 | <b>.</b>   | ITŅ              | SS REPORT  | 1 1 2  |  |  | 1                 | 25798                  |   | , sombes              |
|-----------------|------------------------------|-----------------|--|------------------|--|--|--|--|-------------------|------------------------|---|-----------------------|
| SEC             | TION A                       |                 | 15   | - <i>-</i>       | GE.  | NERA   | L  |  |                   |                        | AMATAN IN A STATE OF THE STATE |                       |
| 1. N            | AME                          | (La             | át) . (  | Fire()           | (Middle)   |  | TE OF BIRTH                                      | 3. 88 A ·                                  | 4. 0              | RADE                   | 9. 30   | <del></del>           |
|                 | ,                            | W               | llcott, Ja   | nes :            | B. Jr  | 27-  | Sep 31   | M  | G                 | 5-07                   | SF  |                       |
| 6. OF           | PICIAL POS                   | ITION           |  |                  |  | 7. 0#  | P/DIV/SR OF                                      | A B S I Q N M E N 1                        | 9. C              | UBBENT                 |   |                       |
|                 |                              | Fi              | local Acet   | Asst             | •  | DDP.   |  |  |                   |                        |   | •                     |
| 9. Ci           | ECH (X) TY                   | PE OF           | APPOINTMENT  | · · ·            | •  |  | HECK (X) TYPE                                    | OF REPOR                                   | 7                 | ,                      |   |                       |
| X               | CARER                        | T               | MESERVE  | <u> </u>         | TEMPORARY  | <del>                                     </del> | INITIAL  | ······································     | T                 | MEASS                  | IGNME   | NT SUPERVISO          |
|                 | CAREER-P                     | ROVIE           | ONAL (See trates   | C11200           | · Section C)   | X  | ANNUAL   |  | <del> </del>      |                        |   | MT EMPLOYE            |
|                 | SPECIAL (S                   |                 |  |                  |  | 1  | SPECIAL (Spe                                     | e df w ) ;                                 | <u> </u>          |                        |   |                       |
| 11. DA          | TE REPORT                    |                 | سنسب سرسسسنسب  |                  |  | 18. R  | EPORTING PER                                     |  | ( <del>o-</del> ) |                        | ······································  |                       |
|                 |                              | Aug             | -  |                  |  |  | July 1963  |  |                   | 964                    |   |                       |
| SECT            | ION B                        | WAR             | <u>Vt</u>  |                  | PERFORMANC   |  |  |  |                   |                        | ~~~~  |                       |
|                 | Meak<br>Adequate             | proba<br>proba  | ivé remedial act<br>tion, to reassig   | ion. I           | holly inadequate to<br>The nature of the act<br>or to separation. D<br>Iroments. It is entit       | slightly<br>ion cou<br>escribe                   | less than sati                                   | counseling,<br>or proposed                 | to fu<br>In Se    | rthör trá<br>iction C  | ining,  | to placing on         |
|                 |                              | oxcel           | lence.   |                  | •  |  |  | •  | •                 |                        | •   | •                     |
| •               | Proficient                   | Perfo           | Imance is more   | than s           | ctisfoctory. Desired   | q të sajt  | s are pelud bro                                  | duced in a                                 | profi             | cient ma               | nnor.   |                       |
|                 | trong                        | -               |  |                  | ed by exceptional pr   |  | •  |  |                   |                        |   |                       |
| o - ç           | onibnotatu(                  | Perfo<br>other  | rmance is so ex<br>s doing similar   | ceptio           | nal in relation to rec<br>s to warrant special   | necogn<br>emeriuf                                | nts of the work<br>ition.                        | and in con                                 | nparis            | on to th               | e perf  | ormance of            |
|                 |                              |                 |  |                  | SPECIF   | IC DU  | ries   |  |                   |                        |   |                       |
| ith s           | ' in which e                 | mploye<br>spons | e performs EAC   | H spe            | utles performed duri-<br>cific duty. Consider<br>ad on their ability to                            | ONLY   | , affactivenous                                  | in performe                                | ince c            | of that d              | uty.  | All employees         |
|                 | s Static                     |                 |  |                  | lble for the drs, MPC).  | aily   | receipt a  | nd disbu                                   | rsei              | ment o                 | æ   | P                     |
| Ç               | onsolida                     | tes             | all Statics  | ca:              | sh transaction   | s to   | one vouche                                       | er and v                                   | erii              | les                    |   | RATING<br>LETTER<br>P |
| Si              |                              | s al            |  |                  | actions for o  |  |  |  |                   |                        |   | PATING LETTER         |
| Po              | olicos in<br>intings.        |                 | Idual housi  | ng a             | nd vehicle ad  | vance  | accounts   | and aud                                    | its               | relat                  | ed  | RATING<br>LETTER      |
| He              | intains center.              |                 | tistical re  | cerd             | s or private :   | renta  | ls by indi                                       | vidual i                                   | ous               | e and                  |   | PATING<br>LETTER      |
| Ad              | vises Ti                     | Y tr            | avelers of clated dutie  | the              | ir entitlement<br>s assigned by  | s, au  | dits the   | travel v                                   | rouc              | hers,                  | and   | RATING<br>LETTER<br>P |
|                 | بسبب ک سند نابط سند          |                 | AVE  | DAI              | DEDENDUANCE  | : IN C   | IDDENT DO  | UTION                                      |                   |                        | ··········  |                       |
| emane<br>eticul | e of specif<br>or limitation | ic dut          | ing about the extent to the second the second to the secon | nploye<br>y, cor | L PERFORMANCE  of which influences:  duct on job, cooper  t knowledge of emp  to the statement whi | his elle<br>ativene<br>loyee's                   | ctiveness in hiss, pertinent overall performance | is current p<br>porsònal tr<br>rmanca duri | aits o            | r habits,<br>we tating | , and<br>perio  | a P                   |
|                 | 5 JUL 190                    | 7               |  | •                | ,  |  |  |  |                   |                        |   | Í                     |

COMMENTED IN

14-00000

| SECTION C   | NARRATIVE COMME   | TTS OFFICE OF PENSUANE   |
|---|---|--|
| averall performance. State sugg   | ta  | n keeping in proper perspective their relationship to nance. Give recommendations for training: Commendations for training: Commendations for training commendations for the commendation of the comme |
| Subject has pe<br>of money with few   | erformed his duties in a compet<br>errors, and maintains the nece   | ent mannor. Usaking huge sums sary statistical records.  |
| Cost conscious this position.   | mess and management of organiz  | ation assots does not apply to   |
|   | andropeda<br>The State of the Sta  |  |
|   |   |  |
|   | ·<br>·  |  |
| •   |   | •  |
|   |   |  |
|   | .  b '  |  |
| SECTION D   | CERTIFICATION AND COM   | <u>IENTS</u>   |
| 1.  | BY EMPLOYEE   |  |
| DATE  | ERTIFY THAT I HAVE SEEN SECTIONS A, B, A  | NU CUT INIS REPURT   |
| 9 Jun 64  | /s/ James Wilcott   |  |
| 2.  | BY SUPERVISOR   |  |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION   | IF THIS REPORT HAS NOT BEEN SHOWN TO  | EMPLOYEE, GIVE EXPLANATION   |
| DATE  | OFFICIAL TITLE OF SUPERVISOR  | TYPED OR PRINTED NAME AND SIGNATURE  |
| 9 Jun 64 🕜  | Finance Officer   | /s/ Frank Wells  |
| OMMENTS OF REVIEWING OFFICIA  | BY REVIEWING OFFICIAL   |  |
| Subject has held in hay previous experience December he was give to his specialized a | of the position of Finance Disbuy 1960. He has performed well or training. With a realignment the additional responsibilitiers, he has not had the opporture. He has been scheduled for | ty of processing TDY travel. Due tunity to be trained in other   |
|   | e e   |  |
| AYE   | OFFICIAL TITLE OF REVIEWING OFFICIAL  | TYPED OR PRINTED NAME AND SIGNATURE .  |

/s/

DESCRIPTION OF THE PROPERTY OF

Finance Officer

7 Jun &

FJTT 10,374, 31 May 63

CHARRAIAL

| 7  |  | FITNÉ                                 | S REPORT   |   |  | •   | EMP                                    | -QYEE S                                 | ERIAL                                 | *******                                |
|--|--|---------------------------------------|--|---|--|---|--|---|---------------------------------------|--|
| W  |  | 11111                                 | O WEI OW   |   |  |   | <u>L</u>                               | 025798                                  | 3                                     |  |
| SECTION A  |  |                                       |  | CENERA                                    |  | ·   | ·                                      |   |                                       |  |
| 1. NAME  | (Lest)   | (Fret)                                | (Middle)   | - 1 -                                     |  | 3. 5E X                                   | 4. GR                                  | " "                                     | . 80                                  | ,                                      |
| WILCOT   |  | JR.                                   |  | 7. 0                                      | 7 Sept_31_   | M   | GS                                     | -6                                      | SF                                    |  |
|  | ACCT ASST  | •                                     |  | 1   | DDP/FE   | 33.04                                     |  |   |                                       | •                                      |
| D. CHECK (X) EVI   | PE OF APPOINTME  | 47                                    | . '  | 10. c                                     | MECH (X) TYPE  |   | †<br>T                                 |   | <del>_</del>                          | ······································ |
| CAMEER   | RESERVE  |                                       | V SA SCAL 3 T                                      |   | INITIAL  |   |  | BEASTIG                                 | HMENT                                 | PUPERVISO                              |
| CAREEN-PE  | POVISIONAL (See M  | ** amostows                           | Section C)   | X   | AMMUAL.  |   |  | #E A 881G                               | HMEN'                                 | 1 EMPLOVEE                             |
| BPECIAL (S)  |  |                                       | ,  |   | SPECIAL (Speci   |   | •                                      |   |                                       |  |
| II. DATE REPORT  | DUE IN O.P.  | ,                                     | •  | 1   | epostino pesi<br>l Jul 62 - 3  |   | - I                                    | •                                       |                                       |  |
| SECTION B  |  |                                       | PERFORMA   | NCE EV                                    | LUATION  |   |  |   |                                       |  |
| W - Weak   | Performance range<br>positive remedial<br>probation, to reas   | action. The                           | e nature of the<br>or to separation                | oction cou<br>Describe                    | ild range from co<br>a action taken o  | ounseling,<br>r proposed                  | to furt<br>In Sec                      | her train<br>tion C.                    | ing, to                               | placing on                             |
| A - Adequate   | Performance meet excellence.   | a ou sadous                           | Attendary 12 12 6                                  | entirety sol                              | ustactory and it   | characteri                                | ied no                                 | iiner by                                | Getice                                | oncy nor                               |
| P - Proficient   | Performance is mo  | re than sa                            | listactory. Des                                    | stred result                              | s are being proc   | duced in a                                | profici                                | ent mane                                | <b>10</b> 7.                          |  |
| S - Strong   | Performance is ch  | -                                     |  |   | •  | *   |  |   |                                       |  |
| O - Quistanding  | Performance is so others doing simil   | ar work as                            | ol in relation to<br>te warrant spec               | o requireme<br>clal recogn                | nts of the work<br>ition.  | and in com                                | pariso                                 | n to the                                | perform                               | nance of                               |
| ~ · · · · · · · · · · · · · · · · · · ·  |  |                                       | SPEC   | CIFIC DU                                  | TIES   |   |  | *************************************** |                                       |  |
| List up to six of the<br>manner in which en<br>with supervisory re                       | mployee performs E   | ACH speci                             | tic duty. Cont                                     | sider ONLY                                | affectiveness  | in performa                               | nce of                                 | that dut                                | y, All                                | scribes the<br>l employees             |
| SPECIFIC DUTY NO   | 1. 1.  | ,                                     | <u>-</u>   |   |  |   |  | ······································  | <del></del>                           | RATING                                 |
| As Station C   |  |                                       | e for the dars, MPC                                |   | celpt and d  | lisburse                                  | emer                                   | nt of                                   |                                       | P                                      |
| ` '- L   |  |                                       |  |   |  |   | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |   | .,,                                   |  |
| SPECIPIC DUTY NO.  | . 2  |                                       |  |   |  |   |  |   | •                                     | RATING                                 |
| Consolidates   | all Station  | cash tr                               | ansactions   | to one                                    | voucher a  | nd veri                                   | fles                                   | balan                                   | ce                                    |  |
| daily.   |  |                                       |  |   |  |   | ~~~~                                   | A                                       |                                       | P                                      |
| PECIFIC DUTY NO.   | . 1  |                                       | -1-49/   |   | - This is a second of the seco |   |  |   |                                       | PATING                                 |
|  |  |                                       |  |   |  |   | _                                      |   |                                       | LETTER                                 |
| Summarizes   |  |                                       |  |   |  |   |  |   |                                       | -                                      |
| tures into m   |  | urmgs                                 | uid mainta   | uns app                                   | propriate s  | uosiaia                                   | гуг                                    | ecora                                   | s.                                    | P                                      |
| SPECIFIC DUTY NO.  | . 4  |                                       |  |   | •  |   |  |   |                                       | LETTER                                 |
| Polices indiv  | ridual housin  | g and v                               | ehicle adv   | ance a                                    | ccounts and  | d audits                                  | rel                                    | áted                                    |                                       |  |
| accountings.   |  | _                                     |  |   |  |   |  |   |                                       | Р                                      |
| PECIFIC DUTY NO.   | . 6  |                                       |  |   |  |   |  |   |                                       | RATING                                 |
|  |  | _                                     |  | _   |  |   |  |   |                                       | LETTER                                 |
| Maintains sta<br>cost center.  | atistical reco   | ords on                               | all privat   | e renta                                   | is by indiv  | idual h                                   | ouse                                   | and                                     |                                       | P                                      |
|  | distribution of the state of th |                                       | ,  | · · · · · · · · · · · · · · · · · · ·     | A  | · · · · · · · · · · · · · · · · · · ·     |  | <del></del>                             |                                       | BATING                                 |
| PECIFIC DUTY NO.   | •  |                                       |  |   |  |   |  |   |                                       | LETTER                                 |
| Performs oth   | ier related d  | uties a                               | s assigned   | l by the                                  | Finance C  | fficer.                                   |  | ,                                       |                                       | P                                      |
|  | C  | VERALL                                | PERFORMAL  | NCE IN C                                  | URRENT POS   | ITION                                     |  |   | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |  |
| ake into account e<br>ormance of specifi<br>orticular limitation<br>loce the letter in t | verything about the<br>ic duties, producti<br>is or talents. Base  | e employee<br>ivity, cond<br>don your | which influence<br>uct on job, con<br>knowledge of | cos his offe<br>operativend<br>employee's | ctiveness in hiss, pertinent p   | s current po<br>ersonal tra<br>mance duri | tits or<br>ng the                      | habits, o                               | ond<br>oriod                          | RATING<br>LETTER<br>P                  |
| 2 0 JUN 1963   | 11   | _                                     |  | -   |  |   |  |   |                                       | -                                      |

FORM AS ORSOLUTE PRESIDENT

SECRET

Secretary served and secretary secre

| Indicate significant strengths of weeknesses demonstrated in current position beging in proper obtaining their relations made for improvement of work performance. Give recommendation all graphing on foreign language competence, if required for current position. Amplify of explain ratings given in Section B to April besis for determining turns personnel action. Manner of performance of managerial or surplying duties must be descripplicable.  Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a compete manner and has shown a marked interest in learning all facets of his joing Subject at times gives the impression (whether warranted or not) of being uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this impression. | Comment     |
|---|-------------|
| Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a compete manner and has shown a mark ed interest in learning all facets of his joi Subject at times gives the impression (whether warranted or not) of beir uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this  | Comment     |
| Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a compete manner and has shown a marked interest in learning all facets of his job Subject at times gives the impression (whether warranted or not) of beir uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this   |             |
| Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a compete manner and has shown a marked interest in learning all facets of his job Subject at times gives the impression (whether warranted or not) of beir uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this   | •           |
| Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a compete manner and has shown a marked interest in learning all facets of his job Subject at times gives the impression (whether warranted or not) of beir uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this   | •           |
| impression.   | iR<br>p•    |
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| يت ما سيس والمستحديد عديد عديد الله الله الله الله الله الله الله الل   |             |
|   | /           |
| ECTION D CERTIFICATION AND COMMENTS   |             |
| BY EMPLOYEE  I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT   |             |
| ATE SIGNATURE OF EMPLOYEE   |             |
| 21 May 1963 /S/ James B. Wilcott  |             |
| BY SUPERVISOR   | A           |
| ONTHS EMPLOYEE HAS BEZN IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION INDER MY SUPERVISION  |             |
| 33  |             |
| ATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATU  |             |
| THE STREET STREET   |             |
| 21 May 1963 Finance Officer /S/   |             |
| BY REVIEWING OFFICIAL   | *********** |
| OMMENTS OF REVIEWING OFFICIAL   |             |
| Concur in the evaluation.   |             |
|   |             |
|   |             |
|   |             |
|   |             |
| TR OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATUR  |             |
| 21 May 1963 Adm Officer /3/ Douglas S. Trabue   |             |
| SECRET  | e c         |

CONFIDENTIAL

REVIEWED BY: SECRET Career Service Board **FITNESS REPORT** GENERAL E. DATE OF BIRTH | 8. BEX 4. GRADE WILCOTT, James B. 27 Sept 31 M GS-6 SF 4. OFFICIAL POSITION TITLE T. OFF/DIV/DR OF ASSIGNMENT B. CURRENT STATION Fiscal Acct Asst. FE 9. CHECK (X) TYPE OF APPOINTMENT O. CHECK IN TYPE OF REPORT MESERVE REASSIGNMENT SUPERVISOR INITIAL TEMPORARY CAREER-PROVISIONAL (See Instruction REASSIGNMENT EMPLOYEE ANNUAL BRECIAL (Specify): BPECIAL (Specify): IL DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- to-) 1 Apr 61 - 30 June 62 SECTION B PERFORMANCE EVALUATION Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. W - Wedt Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor A - Adequate. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. Performance is characterized by exceptional proficiency. S - Strong O - Quistanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performence of that duty. All employees with supervisory responsibilities MUST be rated an their ability to supervisor (Indicate number of employees supervised). Station cashier responsible for the day to day receipt and disbursement P of cash. SPECIFIC OUTY NO. 2 Consolidates all station cash transactions to one voucher and verifies P balance daily. SPECIFIC DUTY NO. 3 RATING Summarizes all station transactions for off-base housing and vehicle expendi-S tures into monthly accountings and maintains appropriate subsidiary records. SPECIFIC DUTY NO. 4 RATING Polices individual housing and vehicle advance accounts and audits related accountings. S Maintains statistical records on all private rentals by individual house and P cost center. SPECIFIC DUTY NO. 6 Performs other related duties as assigned by the Finance Officer. P OVERALL PERFORMANCE IN CURRENT POSITION RATING Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or hobits, and particular limitations or statents. Based on your knowledge of employee's overall performance during the rating period, place the latter in the rating box corresponding to the statement which most accurately reflects his layer of performance. P

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| SECTION C  | NARRATIVE COM   | MENTS.   |
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| overall performance. State sug-<br>on foreign language competence<br>basis for determining future per<br>applicable. | positions mode for improvement of work per<br>it required for current position. Amplify<br>sonnel action. <u>Manner of performance of</u> | uition keeping in propor perspective their relationship to riormance. Give recommendations for training. Common y or exploin ratings giving a section B to provide best managerial or supervisory guiles must be described, if |
| Subject is cons  | cientious, industrious, and   | villing to accept all responsibility   |
| given him. He has p  | erformed capably in a functi  | ion for which he had no previous   |
| experience or traini   | ng, and has shown a marked i  | interest in learning all facets of his   |
| job. He ban handled  | large sums of money with fe   | w errors, and saintains the recessary  |
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| SECTION D  | CERTIFICATION AND C   | OMMENTS  |
| 1.   | BY EMPLOYEE   | -  |
|  | CERTIFY THAT I HAVE SEEN SECTIONS A,  | B, AND C OF THIS REPORT  |
| 19 July 1962   | James B. Wilcott /s/  |  |
| 2.   | BY SUPERVISOR   | ունու-առարչագործուհասարությունը, արկարկացիչուսությունի արկարդանությունը, <u>գուտերագրագրությու</u> ն արևարգացան  |
| MONTHS EMPLOYEE HAS BEEN<br>UNDER MY SUPERVISION   | IP THIS REPORT HAS NOT BEEN SHOWN   | TO EMPLOYEE, GIVE EXPLANATION  |
| 25   |   |  |
| BYAC   | OFFICIAL TITLE OF SUPERVISOR  | TYPED OR PRINTED NAME AND SIGNATURE  |
| 17 July 1962   | Finance Officer   | -  |
| •  | BY REVIEWING OFFIC  | ial.   |
| OMMENTS OF REVIEWING OFFICIA   | AL .  | •  |
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| ATE :  | OFFICIAL TITLE OF REVIEWING OFFICE  | AL TYPED OR PRINTED NAME AND SIGNATURE   |
| 17 July 1962   | Finance Officer   |  |
|  |   |  |

|   |  |  | SE.                       | CRE      |                  | ŧ  |                    | lut                                     | 3-7_        | 2 ()        | Le                      | يمير                                    | -                                       |
|---|--|--|---------------------------|----------|------------------|--|--------------------|---|-------------|-------------|-------------------------|---|---|
|   |  |  | Ų.1441                    | E 11 (4- | <u> </u>         |  |                    | E MP                                    | Ó i E       | E S-€ R     | ALNI                    | M86.A                                   | 1 !                                     |
| 63  | FITNE  | SS REPORT  | -                         |          | •                |  | . 1                |   | 5 .2        |             | 19                      | 8                                       |   |
| SECTION A   | <del>20. harring and an </del>   |  | GEN                       | ERA      | L                | <del></del>                                      |                    |   |             | -           |                         |   |   |
| I. NAME (Liet)  | (Fire)   | (Middle)   |                           | 1 -      | ATE OF BIR       |  | ,                  | 3. SE R                                 | -           |             | 4. 01                   | BOAR                                    |   |
| <u></u>   | , James B  |  | <del></del>               | 27       | Sept 19          | 931  |                    | 1 1                                     | M           | ·           | 4                       | \$ <b>-</b> 05                          |   |
| S. SERVICE DESIGNATION  | B. OFFICIAL POSIT  |  |                           | -        |                  |  | ı                  | 7. OF F                                 | \DIA        | /BR C       | P ASS                   | ONME                                    | NT                                      |
| <u> </u>  | F1SCB.   | L Acct. Assi   | <u> </u>                  | Ť.       |                  |  |                    | OF RE                                   |             |             |                         |   | ······································  |
| NOT ELIGIBLE  | WEMBER   | DEFERRED   |                           |          | INITIAL          | T 1  |                    | SHWEN                                   |             |             | 100                     |   |   |
| PENDINE   | DECLINEO   | DENIES   |                           | V        | ANNUAL           |  |                    | NWEN                                    |             |             |                         |   |   |
| 10. DATE REPORT OUE IN  | <del></del>  | TING PERIOD  |                           | SPE      | CIAL (Specify    |  | -                  |   |             |             |                         | ·                                       |   |
| w 31 Man  | 1961 27 May  | 60 to 31 Ma  | r 6                       | į.       |                  |  |                    |   |             |             |                         |   |   |
| SECTION B   | EVALUA   | TION OF PERI   | FORM                      | ANC      | E OF SPE         | CIFIC  | DUTII              | ES                                      |             |             |                         | haldly fantamanan,                      | *************************************** |
| List up to six of the most<br>manner in which employee<br>with supervisory responsib  | performs EACH sp   | ecific duty. Con   | nsider                    | ONL      | Y'effectiver     | less in s  | <del>a</del> rforn | once o                                  | f the       | n duty      | . All                   | escrib<br>emplo                         | Asss<br>supp                            |
| 1 - Unsettisfactory   | 2 - Baraly adequate  | 3 - Accepto  | 510                       | 4 - C    | onpetent         | 5 - Exc  | ellent             | 6 - 5                                   | uper        | lor         | 7 - 0                   | vtsta                                   | nding                                   |
| SPECIFIC OUTY NO. 1 Sta   | tion cashier   | respon- RA   | 7143                      |          | IFIC DUTY        |  |                    |   |             |             |                         |   | ATING                                   |
| sible for the day   |  | pt and "   |                           |          | lices in         |  |                    |   | -           |             |                         | í                                       |   |
| disbursement of ca  | sn.  |  | 4                         |          | vance accounting | ,  | auxu               | a uu                                    | Tra         | rer         | a rad                   | ١                                       | ,                                       |
|   |  | <del></del>  |                           |          | IFIC DUTY        |  | -                  |   |             |             |                         |   | 4                                       |
| consolidates all s  | tetion sech i  | f 16   | TING                      |          | intains          |  | tica               | 1 re                                    | <b>የ</b> ለም | de o        | n al                    | - 1                                     | NO.                                     |
| tions to one wouch  | er and verifi  | in a   | .                         |          | vate re          |  |                    |   |             | -           |                         | - 1                                     |   |
| balance daily.  |  | n A  | 4                         | -        | cost ce          |  | *                  |   |             |             |                         | Ĭ                                       | 4                                       |
| SPECIFIC DUTY NO. 3 STEEL   | marizes all s  | tation RAT   |                           |          | FIC DUTY N       |  | B-04-4007FF        |   |             |             |                         | - In                                    | ATING                                   |
| transactions for of<br>vehicle expecditure<br>countings and main  | ff-base housi  | no and   | 10.                       |          | forms of         |  |                    |   |             |             | -                       | .                                       | но.<br>4.                               |
| subsidiary records,   | L  |  | 5                         |          |                  |  |                    |   |             |             | *                       |   | <b>**</b> ·                             |
| SECTION C   | EVALUATION O   | F OVERALL P  | ERF                       | ORM      | ANCE IN C        | URRE   | IT PO              | <u> SITIC</u>                           | <u>N.</u>   |             |                         |   |   |
| Take into occount everythin<br>duties, productivity, conduc<br>your knowledge of employer<br>statement which most occur<br> | t on job, cooperati<br>i's overall perform   | venous, certinen<br>ance duting the e<br>evel of performan                       | it pers<br>reting<br>nce. | perio    | traits or hab    | its, port  | ieular             | limita                                  | tions       | or ta       | lents.<br>spond         | Base<br>ing ta                          | don :                                   |
| 2 - Performanc<br>3 - Performanc<br>4 - Performanc<br>5 - Performanc  | o maets most requi<br>o clearly meets ba<br>a clearly exceeds i<br>o in overy importan<br>o in overy respect | rements but is di<br>sic requirements,<br>bosic requiremen<br>it réspect in supr | eficie<br>its.            | nt in    | one or more      | importor   | 17 108;            | 9 <b>0</b> 078.                         |             |             |                         | 4                                       | -                                       |
| ECTION D  | (  | ESCRIPTION   | OF T                      | HE I     | EMPLOYE          | <u> </u>   |                    | *************************************** |             |             |                         | *************************************** |   |
| In the rating   | boxes below; che   |  |                           |          | ·                |  | opplie             | s to th                                 | e em        | ploye       | 3                       | - <del></del>                           |   |
| • Least possible degree   | 2 - Limited dog  | ree ;3 - Norm  | al deg                    | 100      | 4 - Above        | GA <del>S</del> LGÕS                             | degre              | o 5                                     | · Ou        | tstand      | ling d                  | diee                                    |   |
|   | CHARACTER  | STICS  |                           | ٠,,      |                  | NOT<br>APPLI<br>CABLE                            | 3 E R              | VED!                                    | 1           | 2           | TATIN                   | 4                                       | 5                                       |
| ETS THINGS DONE   |  |  |                           |          | ,                |  |                    |   |             | -           |                         | χ                                       |   |
| ESOURCEPUL  |  |  | ,                         |          |                  | ļ  |                    |   |             |             |                         | X                                       |   |
| CCEPTS RESPONSIBILITIES   |  |  |                           |          |                  | <u> </u>   | + 4                | .,,,,                                   |             |             | X                       |   |   |
| AN MAKE DECISIONS ON HIS  |  | RISES  |                           | <u>.</u> |                  |  | +-                 |   |             |             | X                       | -                                       |   |
| ORTE TUONTING BOL STRO  |  | r #  |                           |          |                  |  | +-                 |   | $\dashv$    |             | _X_                     |   |   |
| RITES EFFECTIVELY   | va vr nis uffi   |  |                           |          |                  | <del>}                                    </del> | 1:5                |   |             |             |                         |   |   |
| ECURITY CONSCIOUS   |  |  | *                         |          |                  | <u>a.</u>  | +                  | -                                       | -           |             | $\overline{\mathbf{x}}$ |   |   |
| HINKS CFENGTA.  | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~   | ······································   |                           |          |                  |  | 1                  |   |             | -           | _^                      | x                                       | -                                       |
| SCIPLINE IN ORIGINATING,  | OHA BRIMIATHIAM  | DISPOSING OF RE  | ECOR                      | 28       | -1               | <b></b>  | 1-                 |   | 17.         | $\neg \neg$ | -                       | X                                       | $\neg$                                  |
| THER (Specify):   |  |  |                           |          |                  |  |                    |   |             |             |                         |   |   |
|   |  | SEE SECTION "  | E" ON                     | RE       | ERSE SIDE        |  |                    |   |             |             |                         |   |   |

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NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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| 100                   | wi. Give recommendations for<br>onsibilities. Amplify or explo<br>ure personnel actions.   | r his training. Describe, if in, if appropriate, ratings g | appropriate, his p            | otent Bif for the look better the best basis for de<br>S.B.C. and D to provide the best basis for de   | oter re-<br>lermining                 |
|-----------------------|--|--|-------------------------------|--|---------------------------------------|
| gi                    | Subject is consciven him. He has per   | lentious, industric  | ous, and will<br>a function f | ling to accept all responsibili  | ty                                    |
| Jö                    | periènce or training<br>b. He has handled l<br>atistical records in  | Arge sums of money   | vith few er                   | rest in learning all facets of largers, and maintains the necession MAIL ROOM  | his<br>Ery                            |
| 10,                   |  |  |                               | - 4- haman's and an his shilling   | ,                                     |
|                       | perform the duties   | assigned him. His  | lack of ass                   | e in himself and in his abilit; urance and his naivets are   |                                       |
| 80                    | metimes disconcertin   | g to those with wh   | om he deals.                  |  |                                       |
| •                     | The first of the state of the s | and the second second                                      |                               | and the second of the second o |                                       |
| ٠: .                  | المراجع  |  |                               |  |                                       |
|                       | , w ed.  |  | *****                         | <u> </u>   |                                       |
|                       |  |  |                               |  |                                       |
| 4 - m.<br>            |  |  |                               | This report has been prepared in acce<br>ance with FE Division standards wh<br>recognize the principle of rating the incidual against the group. Thus an 'avera<br>rating reflects an entirely satisfactory  | tiv-                                  |
|                       | e daga katen er i bili aj italij.<br>Likerje   |  | and the second                | performance.   |                                       |
|                       |  |  |                               |  |                                       |
| SEC                   | TION F   | <del></del>  | FION AND COMA                 | MENTS  | برئست وسيد حصوب                       |
| 1.                    | ,  |  | EMPLOYEE                      | D - 15 - 14 - D  |                                       |
| DAT                   |  | rify that I have seen Se                                   |                               | U and E of this Report.  |                                       |
|                       | 3 May 1961   | James B. W   |                               | (oSigned)  |                                       |
| 2.                    |  | , , <del>, , , , , , , , , , , , , , , , , </del>          | SUPERVISOR.                   |  |                                       |
| UND                   | THE EMPLOYEE HAS BEEN<br>ER MY SUPERVISION   | IF THIS PEPORT HAS NOT                                     | BEEN SHOWN TO                 | EMPLOYEE, GIVE EXPLANATION   |                                       |
|                       | 8  | <u> </u>   |                               |  | ·                                     |
|                       | EMPLOYEE UNDER MY SUPER  | IF REPORT IS NOT BEING                                     | MADE AT THIS TIM              | REPORT MADE WITHIN LAST 90 DAYS  |                                       |
|                       | OTHER (Specify):   | AISION CESS (MAN 40 DATS                                   |                               | MECONI MADE MITTIN CAST SO DATA  |                                       |
| DATI                  | P-70   | OFFICIAL TITLE OF SUPE                                     | RVISOR                        | TYPED OR PRINTED NAME AND SIGNATURE  |                                       |
| •                     | 3 May 1961   |  |                               |  |                                       |
| 3                     |  | BY REVI  | EWING OFFICIAL                |  |                                       |
| $\boldsymbol{\times}$ | I WOULD HAVE GIVEN THIS E  | MPLOYEE ABOUT THE SAME                                     | EVALUATION.                   |  |                                       |
|                       | I WOULD HAVE GIVEN THIS E  |  |                               | <del>ֈֈ֍ՠֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈֈ</del>  |                                       |
|                       | I WOULD HAVE GIVEN THIS E  |  |                               |  |                                       |
|                       |  |  | CIENTLY FAMILIA               | R WITH THE EMPLOYEE'S PERFORMANCE.   |                                       |
| COMM                  | ENTS OF REVIEWING OFFICIA  | L  |                               |  | l                                     |
|                       |  | · · · · · · · · · · · · · · · · · · ·                      | •                             |  | 1                                     |
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|                       |  | Y 94.5   | <u>.</u>                      | F., 1  | i i i i i i i i i i i i i i i i i i i |
| ATE                   | •  | OFFICIAL TITLE OF REVIE                                    | WING OFFICIAL                 | TYPED OR PRINTED NAME AND SIGNATURE  |                                       |
|                       | 2 Nov. 1061  |  |                               |  | Į                                     |
| <del></del>           | 3 May 1961   | ուսարականում Մինդիրունարարարական Արասանիան                 |                               |  |                                       |
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|           | - 1 N N                                    |  |                  | \                                       | ,          |  |               | .) « »                                  | IP LOYE  | 6 SEA   | AL N               | MDER         | ŧ                |
| -         | W. W                                       | . FI                                     | TNESS REP        | ORT                                     |            |  | ė.            | .                                       |          |         |                    |              |                  |
| <b>.</b>  |  |  | ·www.            |   |            | ·  |               |   |          |         |                    |              |                  |
| <b>}</b>  | ECTION A                                   | ***************************************  |                  | GE                                      | NERA       |  |               |   |          | · ·     |                    |              |                  |
| 1.        | NÁMÉ (Lost)                                | (Fiene)                                  | (Middle)         |   | 12.0       | ATE OF BIR                                       | TH            | 3.                                      | K X      |         | 4. 0               | RADE         |                  |
| _         | Wilcott.                                   | Jones                                    |                  | <u> </u>                                | 12         | Septem   | <u>ber 10</u> |   | И        |         | يسل                | -3           | ····             |
| 3.        | BERVICE DESIGNATI                          | 1  |                  |   | ٠.         |  |               | 7.                                      | DEE/DI   | // BR C | P ASS              | ig HMB       | in T             |
| <u> </u>  |  |  | countant (       | lerk                                    |            |  |               | <u>. Lc</u>                             | vimt/    | Fina    | nce/               | Acct         | <u>.s.</u>       |
| *.        |  | CAREER STAPP STA                         | TUS              |   | 9.         | ·  |               | TYPE OF                                 |          |         |                    |              | . ,              |
| X         | NOT ELIGIBLE                               | MEMBER                                   |                  | MAED                                    |            | INITIAL  |               | LASSIGNE                                |          |         |                    |              |                  |
| <u> </u>  | PENDING                                    | CECTIMEO"                                | DENI             |   | 7.         | ANNUAL   | <u> </u>      | E 48810 NN                              | ENT.E    | APFOA   | EE                 | سلود المدنوس | ~ <del>~</del>   |
| 10.       | DATE REPORT DUE                            | IN O.P. II. RE                           | PORTING PERI     | 0D T1                                   | , SPE      | CIAL (Specif)                                    | r) ·          |   |          |         |                    |              |                  |
| - Drawner | 0.April 1960                               | 1 AF                                     | R 50 - 31        | With W                                  | · ·        | ,  |               |   |          |         | elellinen elelen e |              |                  |
| SE        | CTION B                                    | EVAL                                     | UATION OF        | PERFOR                                  | MANC       | E OF SPE   | CIFIC         | UTIES                                   |          |         |                    |              | ,                |
| Li        | st up to six of the m                      | nost important spec                      | ific duties perl | ormed duri                              | ing the    | rúting perio                                     | od. Inser     | t rating :                              | number   | which   | bost               | loscril      | bes th           |
|           | nner in which emplo<br>h supervisory respo |  |                  |   |            |  |               |   |          |         |                    | emple        | oyees            |
| L         | ii supervisory respo                       | 31 31 31 11 11 10 MC 31                  | - 10199 OH 1841  | r donny r.                              | - saba     | Aina (minus                                      | in white      | or makero,                              |          |         | ··                 | ,            |                  |
| 11.       | Unsotisfactory                             | 2 - Barely adea                          | tuate 3 - Ac     | eldotges                                | 4 - C      | ampetent   | S - Exce      | illent 6                                | - Supe   | rior    | 7 - 0              | )utata       | nding            |
| 300       | CIFIC BUTY NO. 1                           | Responsible:                             | for number       | - RATING                                | SPE        | IFIC DUTY  | SACOCOM INC   | 0. 1 (                                  | conti    | nued    | )                  |              | RATIN            |
| 1         | ng, removing                               | attachments,                             | batching         | 1 ***                                   | İ          |  |               |   |          |         |                    | - 1          |                  |
| , a       | nd totaling c                              | confidential                             | funds post       | ins .                                   |            |  |               |   |          |         |                    | - 1          | l.               |
| V         | ouchers to be                              | processed by                             | y Machine        |   | Re         | corls Di   | vision        | <b>.</b>                                |          |         |                    |              |                  |
| SPE       | CIFIC DUTY NO. 2                           | Responsible i                            | or verity        | - RATING                                | SPEC       | IFIC DUTY I                                      | 10. 8         |   |          |         |                    | 1            | RATIN            |
| 1         | ng the daily                               | expenditure 1                            | Listing          |   |            |  |               |   |          |         |                    |              | no.              |
| t         | otals with th                              | e expended ge                            | neral            |   | l          |  |               |   | <u> </u> |         | . ~                | [            |                  |
| 1.        | edger account                              | S.                                       |                  | 4                                       |            |  |               |   |          |         |                    | 1            |                  |
| SPE       | CIPIC DUTY NO. 3                           | Responsible f                            | or match-        | BATING                                  | SPEC       | IPIC DUTY N                                      | 10, 6         |   |          |         |                    | ,            | RATIN            |
| i         | ng the attach                              | ments to the                             | vouchers         | ₩C.                                     | l          |  |               |   |          |         |                    | - 1          |                  |
| a         | nd filing whe                              | n vouchers ar                            | e returne        | 1                                       | l          |  |               |   |          |         |                    | - 1          |                  |
| f         | rom Machine R                              | ecords Divisi                            | on.              | 14                                      |            |  |               |   |          |         |                    |              |                  |
| SEC       | CTION C                                    | EVALUATIO                                | N OF OVERA       | LL PERI                                 | FORM       | ANCE IN C  | URREN         | T POSI                                  | TION     |         |                    |              |                  |
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| duti      | es, productivity, co                       | nduct on job, coope                      | rotivaness, pa   | rtinent per                             | sonal      | traits or hot                                    | its, part     | leular lin                              | nitotion | s or to | lents.             | Bus          | ed on            |
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S-SA 45 OBTOLETE PREVIOUS EDITIONS.

SEE SECTION "E" ON REVERSE SIDE
SECRET

(4)

| SECTION E NA  | RRATIVE DESCRIPTION OF MANN   | R OF JOB                                 | ERFORMANCE  |     |
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| 3ECTION F   | CERTIFICATION AND C   | OMMENTS                                  |   |     |
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| SECTION A  |  |          | <u> </u>                               | GE                                      | HERA     | <del></del>        |              | ······································ |                 |          |               | <b>,</b> .   |                |  |
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| 30 April 1959  |  |          | <u>8 - 31 :</u>                        |   |          |                    | ····         |  |                 |          |               | ·vv·u·finim  |                |  |
| SECTION B  | EY                                     | ALUAT    | ION OF P                               | ERFOR                                   | MANC     | E OF SPE           | CIFIC        | DUTIE                                  | \$              |          |               |              |                |  |
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| SECTION C  | EVALUAT                                | ION OF   | OVERAL                                 | L PERF                                  | ORM      | ANCE IN C          | URRE         | NT PO                                  | SITIO           | N_       |               |              |                |  |
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| SECTION D  | <del></del>                            |          |  |   |          | MPLOYE             |              |  |                 |          |               |              |                |  |
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| OES HIS JOB WITHOUT S  |  |          |  | ·                                       |          |                    | <del> </del> |  |                 | $\dashv$ | -+            |              |                | <b>├</b> ─-                            |
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|-------------------|---|
| SECTION E         | NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE  |
| work. Give recome | d weaknesses démonstrated in current position. Indicate suggestions mode to employee for improvement of his<br>rendations for his training. Describe, it appropriate, his 86° 66° 61° 61° 61° 61° 61° 61° 61° 61° 6   |
| gots all          | . Wheat is a gamial and cooperative where. 2.19 Mm. Tike I and for while people. We does get his work out in the required time but was should be put on accuracy. We is capable of more efficient work is doing at the present time. He does required ROAMER supervision. |
|                   | does not abuse his leave privileges and as a whole, has a favorable a count his work and the Agency.  |

| SECTION F  | CERTIFICATION AND                      | ?nuieute                                |
|--|--|---|
| *  | BY EMPLOYEE                            |   |
|  | certify that I have seen Sections A, B |   |
| DATE   |  |   |
| Larch 10, 1979   | Julia D. Milactt Sr. (.                | and to duratife                         |
| 2.   | BY SUPERVISO                           | R                                       |
| MONTHS EMPLOYEE HAS BEEN<br>UNDER MY SUPERVISION   | IF THIS REPORT HAS NOT BEEN SHOW       | N TO EMPLOYEE, GIVE EXPLANATION         |
| CADER MY SUPERVISION   |  |   |
| The state of the s | IF REPORT IS NOT BEING WADE AT THE     | S TIME, DIVE REASON.                    |
| EMPLOYEE UNDER MY SUF  | ERVISION LESS THAN 80 DAYS             | REPORT MADE WITHIN LAST 90 DAYS         |
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| I ROULD HAVE GIVEN THE   | S EMPLOYEE ABOUT THE SAMÉ EVALUATIO    | N.                                      |
| I WOULD HAVE GIVEN THE   | S EMPLOYEE A HIGHER EVALUATION.        | ,                                       |
| I WOULD HAVE GIVEN THE   | SEMPLOYEE A LOWER EVALUATION.          |   |
| I CANNOT JUUGE THESE E   | VALUATIONS. I AM NOT SUFFICIENTLY FA   | WILIAR WITH THE EMPLOYEE'S PERFORMANCE. |
| OMMENTS OF REVIEWING OFFI  | CIAL                                   | ·.                                      |
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| FOR THE SUPERVISOR.  | This report is designed                         | d ta help you   | express your evaluation                            | of your subordinate and to trans   |
| I this evaluation to y   | our supervisor end sen                          | ior officials.  | Organisation policy re                             | quires that you inform the subor   |
| Instrumere he stand  | save. It is eleo organ                          | n or the repo<br>nisation polic                           | rt can neip you prepar<br>y that you show Part [of | e for a discussion with him of<br>this report to the employee exc  |
| under conditions spe   | cified in Regulation 2                          | 0-370. It is  | recommended that you see                           | d the entire form before complet   |
| any question. If the   | is is the initial repe                          | ort on the em   | ployer, it must be compl<br>in item 8, of Section  | eted and forwarded to the Office   |
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| SECTION A.   |   | <del></del>   | ERAL   | <del></del>  |
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| SECTION C.   |   | OB PERFORMAÑO   | E EVALUATION /// ja                                |  |
| . RATING ON GENERAL PE   | ERFORMANCE OF DUTIES                            |   | 11/2   |  |
| its duties during the  | rating period. Compare                          | him CNLY with   | others doing similar wo                            | ividual being rated has performed<br>ork at a similar level of respon-   |
| itility. Factors othe  | rr than productivity wi                         | isa De taken ir   | ito account later in Sect                          | tion ir  |
|  | PERFORM DUTIES ADEQUA                           |   |  |  |
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| . NARRATIVE DESCRI                                | AT                                      |                                |           |                     | to the va                           |                       |              |                          |                                    |  |
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|  | Part H.—                                | CHANGE IN  | NAME OF EN                   | IROLLEE  |  |                        |
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| Port   | I.—CHANGE                               | IN ENROLLME  | NT-SURVIV                    | OR ANNUITANT   |  | <del></del>            |
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STANDARD FORM 61
"FEVIUS MARCH 1946
U. B. CIVIL SERVICE COMMISSION

## APPOINTMENT AFFIDAVITS

| IMPORTANT.—Before | swearing t | o these | appointment   | effidavite, | ÿou | should | read | and | understand |
|-------------------|------------|---------|---------------|-------------|-----|--------|------|-----|------------|
|                   | the        | attache | d information | for appoin  | too |        |      |     |            |

| CENTRAL INTELLIGENCE AGENCY   | WASHINGTON, D. C.   |
|---|---|
| (Department or agency)  | (Buresu or division) (Place of employment)  |
| JAMES BERNARD WILCOTT, JE   | do solemnly swear (or affirm) that  |
| A. OATH OF OFFICE   |   |
| domestic; that I will bear true fai<br>without any mental reservation or  | Constitution of the United States against all enemies, foreign are the and allegiance to the same; that I take this obligation free purpose of evasion; that I will well and faithfully discharge the about to enter, SO HELP ME GOD.   |
| B. AFFIDAVIT AS TO SUBVERSIVE A   | CTIVITY AND AFFILIATION   |
| organization that advocates the o<br>"United States, or which seeks by<br>Constitution of the United States   | scist. I do not advocate nor am I knowingly a member of an everthrow of the constitutional form of the Government of the force or violence to deny other persons their rights under the I do further swear (or affirm) that I will not so advocate mber of such organization during the period that I am an enor any agency thereof.  |
| C. AFFIDAVIT AS TO STRIKING AGAI  | NST THE FEDERAL GOVERNMENT  |
| agency thereof, and I will not so p<br>States or any agency thereof. I do<br>ment of the United States or any<br>United States or any agency there<br>member of an organization of Gov<br>Government of the United States | y strike against the Government of the United States or an earticipate while an employee of the Government of the United not and will not assert the right to strike against the Government of the Government of the Government of the Government of the Government of the Government employees that asserts the right to strike against the rany agency thereof and I will not, while an employee of the Government employee of the rany agency thereof, knowingly become a member of such a general strike against the rany agency thereof, knowingly become a member of such a general strike against the rany agency thereof, knowingly become a member of such a general strike against the rany agency thereof, knowingly become a member of such a general strike against the Government of the Government |
| D. AFFIDAVIT AS TO PURCHASE AND   | SALE OF OFFICE  |
|   | ting in my behalf, given, transferred, promised or paid any con<br>hope of receiving assistance in securing such appointment.   |
| E. AFFIDAVIT AS TO DECLARATION O  | F APPOINTEE   |
|   | laration of Appointee on the reverse of this form are true and  |
| correct.  |   |
| L Earch 1957 (Date of entrance on duty)   | James B. Willatt VC.  |
| (Date of entrance on duty)  | (Signature of appointer)  |
| Subscribed and sworn before me this 4   | th day of Yarch A. D. 19 57   |
| at Aashin_tons (City)   | D. C.   |
| (City)  | (State)   |
|   | Com & Office & Sis: 15 & 161  |
| [JEAL]  | (Signature of officer) Appointment Clerk  |
| NOTE RALE AND ALLER A   | (Title)   |
| NOTE.—If the oath is taken before a be shown.   | n Notary Public the date of expiration of his commission should   |
| •   | · · · · · · · · · · · · · · · · · · ·   |

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as a reserved or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

| 9/07/31  | 1 L/e                                 | .ve_/A                          | M.d.                                  | . 01           | 1/0  |  |   | •                     | ٠            |
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Tos

Personnel Division

From:

Jemes B. Wilcott, Jr.

Subject: Supplements to personnel records

Please add to my personnel records the attached information concerning my education and recently born child.

When I submitted my Personnel History Statement with my application for employment I was still attending business school. Therefore, my final transcript and graduation certificate were not included.

The attached auto-stat copies are attached as instructed by Personnel Livision.

\* Also attached is a copy of my grade report for the lat and 2nd semesters at the U.S. Department of Agriculture

Graduate school for Elementary Federal Government Accounting.

JAMES B WILCOTT JR



Agravase

New Ho.

Ne it Krown Chat James A. Milauti

As a completed the encreasing prescribed by the Foculty and Kaned of Directors of this Free little and after examinations in all the required vulgicate in therefore adjudged morthy of Praduction from the Course of

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February 27, 1957

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| ł   | ZIEAEM              | LAMI           | S WILCOTT  |                                       | X                                       | +  | 1959                    | Mashir   | igto       | n. D. C.          |  | U.S. cit                              | rren   |
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| SECTION VIII  | GEOGRAPHIC A                           | AREA RHOM EDGE                         | D AS A 222            | 7:00 00                                 | *****                                  | 78444  |
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| SECTION IA  | TYPING AND STENO                       | GRAPHIC SKILLS                         |                       |   |  |  |
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| graph. Cord Punch, etc.)  | lational Bookkeeping                   |  |                       | *************************************** |  |  |
| ECTION X  | SPECIAL QUALI                          | FICATIONS                              |                       |   |  |  |
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| - INDICATE ANY SPECIAL QUALIFIC POSITION OR TYPE OF WORK        | CATIONS, RESULTING FROM EXPER          | PIENCE OR TRAINING, BHIC               | H MIGHT FIT           | YOU FOR                                 | A PARTI                                | CULAR  |
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| • [            | SECTION X CONTINUED FROM PAGE 4  |
| , Indiana      | <ol> <li>LIST ANY SIGNIFICANT PUDLISHED WATCHIALS OF SHICK YOU ARE THE AUTHOR (Do not subset copies unless requested).     INDICATE TITLE, PURLICATION DATE, AND TYPE OF BRITING (Non-fiction, Scientific articles, general interest subspects, novels, short storage, sec.)</li> </ol>  |
| 1              | Hone   |
| Manual Control | 8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED   |
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| I              | 5. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE .  |
|                | None   |
|                | TO. LIST ANY PROFESSIONAL, ACADEMIC OR HONOMARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR BERE FORMERLY A BEWBER. LIST ACADEMIC HONORS YOU MAYE RECEIVED.  |
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| ľ              | SECTION AL ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE  |
| ľ              | 1. INCLUSIVE DATES (From- and fo-) 2. CRADE 3. OFFICE/CIVISION/BRANCH OF ASSIGNMENT  |
| ĺ              | 3/20/57 to 2/15/58 5 Fiscal Div. Accounts Branch   |
| -              | supervision None Accounting Clerk  |
|                | 6. CESCRIPTION OF DUTIES   |
|                | Fosting of financial transactions to Allotzent Ledgers   |
| ľ              | Same and the same and the same and same |
|                |  |
| ľ              | 2/15/58 to Present 5 Finance Div. Tax and Compensation Branch  |
| l              | 4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE   |
| ١.             | SUPERVISION None Payroll Clerk   |
| 2              | 6. DESCRIPTION OF DUTIES   |
|                | Preparation of payroll documents considering base and premium pay and allowances,  |
|                | Maintaining of leave records, Conduct ligison with area division on payroll problems   |
|                | Application of Agency pay regulations.   |
|                | 1 INCLUSIVE DATES (From- and Fo-) 2 GRADE 3 DEFICE/GIVESTON/ABANCH OF ASSIGNMENT   |
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| o- VOLUNTARY ENTRIES  |         |
|---|---------|
| Experience in the handling of employee emergencies has shown that the obsence of certain personal data often delays and<br>cates the settlement of estate and financial matters. The information requested in this section may prove very useful to your attorney in the event of your disability or death and will be disclosed only when circumstances warrant. | ,       |
| INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH TOU HAVE ACCOUNTS AND THE  | THE AC- |
| COUNTS ARE CARRIED.  CITZENS BANK OF MARYLAND   |         |
| PHEEDALE MY # 460-1-596   |         |
| Prezonte, 145 # 160-1-576   |         |
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| MAYE TOU COMPLEYED & LAST WILL AND TESTAMENTY VES NO. (If "Yes" where is document tocated")   |         |
| MAYE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARE   | NTST    |
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| HAVE YOU EXECUTED A POWER OF ATTORNEY? YES NO. (II "Yes", who possess the power of attomor")  |         |
| HAVE YOU EXECUTED A POWER OF ATTORNEY? TES MU. (11-14-14-14-14-14-14-14-14-14-14-14-14-1  |         |
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| 6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS   |         |
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| STANDARD FORM 144 RELISED SEPTEMENT FINE U.S. CHYL. SERVICE COMMISSION FOR CHAPTERS LL RL AND SE                                      |           | . Al                    | ND I   | DETE                                    | RMINA                | \TIÓ!          | V OF            | CUM                  | PETIT                         | IVE STA  |  |  |  |
| IMPORTANT: The information on this credits for reduction in should complete Part I  | force,    | and (3)                 | n rec  | ording                                  | BECKEY               | deter          | minati          | on of c              | ombeti                        | tive statu   | oses and res. The en                   | rtentión<br>aploy <del>es</del>  |  |
| PART L  | -EMPL     | OYEE'S S                | PÁTEM  | ENT                                     |                      | , .            |                 | ,                    |                               |  | II.—THIS C                             |  |  |
| 1. NAME (Linet, dret, aniddle inicial) 2. DATE OF BIRTH   |           |                         |        |   |                      |                |                 |                      | 9. RETENTION GROUP            |  |  |  |  |
| NILCOTT, JAMES BERNARD, JR. 27 Sept. 1931   |           |                         |        |   |                      |                |                 |                      | 12. A. CSC STATUS TIVES TO BE |  |  |  |  |
| 3. LIST THE FOLLOWING INFORMATION CONCERNIN<br>PRIOR TO YOUR PRESENT APPOINTMENT (Do not  | G ALL FI  | EDEŘAL A<br>Bulltary    | NO DIS | TRICT                                   |                      |                | ,.,             |                      | CAH 3V                        | D TY   | PE OF PRESER                           | ir -   |  |
| RAME AND LOCATION OF AGENCY   | <u> </u>  | FROM-                   |        |   | 7.5                  |                | T               | TYPE !               | FRE                           | II. SERVI  | · · · · · · · · · · · · · · · · · · ·  |  |  |
| None  | YEAR      | MONTH                   | DAY    | YEAR                                    | MONTH                | DAY            | ╁               | h vers               |                               | YEAR MONTH , D   |  |  |  |
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| 4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH   | OF THE    |                         | nore o |   | b) (EA C             |                | 15.40           |                      | 4.07 B 77                     | Articontrol de la constanta de la constanta de la constanta de la constanta de la constanta de la constanta de |  |  |  |
| MILITARY SERVICE, WRITE "NONE."   | OF THE    |                         | *CES C | r Int C                                 |                      | IAIES          | 17 YOU          | MAD NO               | ACTIVE                        |  |  |  |  |
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| U.S. Hamy   | 1948      | Occ                     | 13     | 1952                                    | Pry.                 | 30             | Н               | e N.                 | ,                             | 03   | 08                                     | 08   |  |
| DURING PERIODS OF EMPLOYMENT SHOWN IN 'I<br>WITHOUT PAY, INCLUDING PERIODS OF MERCHANT<br>IF ANSWER IS "YES," LIST FOLLOWING INFORMAT | MARINE    |                         |        |   |                      |                |                 |                      | □ wo                          | 12. TOTAL SERVICE 03-08-08  13. NONCREDITABLE SERVICE  |  |  |  |
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|   | YEAR      | MONTA!                  | CAY    | VEAR                                    | 9±CM7H               | DAY            | YEARS           | BIORTINS             | Ears                          |  | COTTABLE SE                            |  |  |
| DURING THE FEDERAL SERVICE LISTED IN ITEM 3, 1  | 10 201    | ACOUIGE                 | A 000  | MALAT                                   | COURT                | TIVE           | WIL CE          | OVACE CT             |                               | (ATP p   | usposes only                           | · ).   |  |
| YES NO (If answer is "Yes," in what agency  | •         |                         |        |   |                      |                |                 |                      | 105                           | IS. REEMPI   | LOYMENT RIG                            | ihts   |  |
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| ARE YOU:  A. THE WIPE OF A DISABLED VETERAN? YES  B. THE MOTHER OF A DECEASED OR DISABLED VETERAN                                     | 区 ino     | la er                   | жо     |   |                      |                |                 | •                    |                               | 17. EXPIRA   | TION DATE C                            | F RETEN-   |  |
| C. THE UNREMARRIED WIDOW OF A VETERANT YOU BE EXECUTED BEFORE A NOTARY PUBLIC OR O  |           | RSONS AL                | (DiOR) | ZED TO                                  | ADMINI               | STER O         | ATHS            |                      |                               |  | <del>/</del>                           | - المنظم المنظم المنظم المنظم المنظم المنظم المنظم المنظم المنظم المنظم المنظم المنظم المنظم المنظم المنظم الم |  |
| I swear (or affirm) that the above state  |           |                         |        |   |                      |                |                 | nd belie             | r.                            |  | - 1                                    |  |  |
| L March 1957  |           |                         |        | , <del></del>                           | -20                  | 280            |                 | -44                  | LA PARTIE                     | ett  | 7                                      |  |  |
| Subscribed and sworn to before me on t  | his Lt    | h day                   | of     | <u>жонти</u> ;                          | rcbol                | 1957           | <u> </u>        | ،<br>مِلطعم          | rton                          | , p. c.  | B(57A                                  | 15)  |  |
| SRAL  |           | •                       | •      |   | Cz_                  | ylg.           | <del>- }-</del> | : .                  | P+                            | in   | izla.                                  |  |  |
| NOTE: If oath is taken before a Notary l  | Public, 1 | the date                | of ex  | ۹D<br>piratio                           | point<br>n of his    | .zent<br>. Com | missio          | n shoul              | d be s                        | hown.  |  |  |  |
| NSTRUCTIONS: File this form on the permar action lavolved.  | ent side  | of the e                | mploy  | ee's of                                 | idal pe              | rsonne         | folde           | iamed                | icrely l                      | pelore or a  | Iter the pen                           | onsel  |  |

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## CONFIDENTIAL

## SECURITY APPROVAL

DATE: 20 November 1965

YOUR

REFERENCE: Memorandum dated 18 November 1965

CASE NO.: 109301

TO : Director of Personnel

ATTŃ

SUBJECT : WILCOTT, James B., Jr.

- 1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
- Unless arrangements are made within 60 days for entrance on duty within 120 days, this approval becomes invalid.
- 3. As part of the entrance on duty processing:

A personal interview in the Office of Security must be arranged.

XXX A personal interview is not necessary.

Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a conversion case.

FOR THE DIRECTOR OF SECURITY:

Steven L. Kuhn Chief, Personnel Security Division

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## CONFIDENTIAL

| . Orgon Filled fr.)  |
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| STAFF AGENT CLEARANCE  |
| DATE : 19 April 1965   |
| YOUR REFERENCE: 32273  |
|  |
| CASE NO. : #109301   |
| 10 : Chief, Contract Personnel Division  |
| ATTM. : Staff Agents Branch  |
| SUBJECT: Stillertt, James 8  |
| 1. This is to advise that a security clearance is granted for the employment of the Subject as a Staff Agent, GS-07, by DDP/WH in the capacity of                      |
| Fiscal Acct. Asst., at JMNAVE.   |
|  |
| 2. If your office should desire at a later date to change the status or use of the Subject, a request to cover any proposed change should be submitted to this office. |
| 3. Unless arrangements are made within 60 days for entrance on duty within 120 days, this Approval becomes invalid.  |
| 4. As a part of entrance on duty processing:   |
| A personal interview in the Office of Security must be arranged by your office.  |
| XXX A personal interview is not necessary.   |
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| W. A. Cohome,  |
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Date: 9 Hovember 1956

Ot Chief, Records & Services Division

Your Reference: C-5841 Compt.

Personnel Office FROM: Chief Security Division

Case Number: 109301

Personnel

SUBJECT: WILCOTT, James Bernard, Jr.

| 1. | This is | to | advise | you | of | security | action | in | the | subject | <b>case</b> | as | indicated |
|----|---------|----|--------|-----|----|----------|--------|----|-----|---------|-------------|----|-----------|
|    | below:  |    |        |     | •  |          |        |    |     |         |             |    |           |

| I | Security approval | is | granted | the | subject | person | for | access | to | classified |
|---|-------------------|----|---------|-----|---------|--------|-----|--------|----|------------|
|   | information.      |    |         |     |         |        |     |        |    |            |
|   | •                 |    |         |     | •       |        |     | _      |    |            |

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

22 Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

Subject is to be polygraphed as part of EOD procedures.

W. M. Knott

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FORM NO. 38-101 FEB 1952